Department of the Army ***TRADOC Pamphlet 600-4**
Headquarters, United States Army **C1**
Training and Doctrine Command
Fort Eustis, VA 23604-5701

27 October 2014

The Soldier's Blue Book

FOR THE COMMANDER:

OFFICIAL:

KEVIN W. MANGUM
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff



RICHARD D. MONTIETH
Colonel, GS
Deputy Chief of Staff, G-6

History. This is an administrative change to US Army Training and Doctrine Command pamphlet 600-4.

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*This pamphlet supersedes TRADOC Pamphlet 600-4, dated 9 Jun 2010.

Summary. This pamphlet is the guide for all Initial Entry Training (IET) Soldiers who enter our Army Profession. It provides an introduction to the Army. Throughout the Blue Book, Soldiers will read and learn about Army Values, Culture, History, Organizations, and Training they will receive. It provides assistance with pay issues, leave, Thrift Saving Plans, and organizations that will be available to assist the families. The Soldier's Blue Book is an inspectable item and will be carried at all times.

Applicability. This pamphlet applies to all active Army, United States Army Reserve, and the Army National Guard enlisted IET conducted at service schools, Army Training Centers, and other training activities under the control of Headquarters Training and Doctrine Command (TRADOC).

Proponent. The proponent for this pamphlet is TRADOC Deputy Commanding General-Initial Military Training (DCG-IMT) (ATMT-OP),(ATTN: Jim Rose) 210 Dillon Circle, Fort Eustis VA 23604-5701.

Supplementation. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (recommended Changes to Publications and Blank Forms) directly to the US Army Center for Initial Military Training (ATMT-OP), 210 Dillon Circle, Fort Eustis, VA 23604-5701.

Distribution. This pamphlet will be distributed to the four training locations that conduct Basic Combat Training (BCT) and One Station Unit Training (OSUT). This pamphlet is available electronically only on the TRADOC Homepage at http://www.tradoc.army.mil/tpubs.

Summary of Change

TRADOC Pamphlet 600-4
The Soldier's Blue Book

This administrative change, dated 27 October 2014-

o Changes the second paragraph of the Foreword to read: "The Army you are joining is an honored Profession that's the best in the world at what it does. It's comprised of magnificent Soldiers and Civilians who are out there every day making a difference in a very complex world."

o In the fourth paragraph of the Foreword, changes the word "physical" to "physically".

o Changes the second sentence of the fifth paragraph of the Foreword to read: "I hope you will find this experience personally and professionally rewarding. And, if you let it, it will set you on a path of continued success."

o Capitalizes "Civilian", "Profession", and "Soldier", as necessary, throughout the pamphlet.

o Removes the word "core" from "Army core values" throughout the pamphlet.

o Changes paragraph 1 of page 2 to read: "This pamphlet is the guide for all Initial Entry Training (IET) Soldiers who enter our Army Profession."

o In the first sentence on page 17, changes "Soldiers" to "Soldiers'".

o In the second paragraph of subchapter 2-1 on page 20, adds "of practice" after "communities".

o In the second paragraph of subchapter 2-5 on page 24, change "helping" to "help".

o In the paragraph for “Rule No. 3”, italicize all of the word “Honor”.

o In the Army Definitions section on page 200, add the following after the definition for Army Emergency Relief: “Army Professional- A member of the Army Profession who meets the Army’s certification criteria of competence, character, and commitment.”

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The Soldier's Blue Book

The Guide for Initial Entry Training Soldiers



TRADOC Pamphlet 600-4
12 September 2014

HEADQUARTERS DEPARTMENT OF THE ARMY
United States Army Training and Doctrine Command
Fort Eustis, VA 23604-5701

Foreword

Welcome to the Army! You have taken the first step on a journey that I'm confident will change your life forever.

The Army you are joining is an organization that's the best in the world at what it does. It's comprised of magnificent Soldiers who are out there every day making a difference in a very complex world.

The Army values of loyalty, duty, respect, selfless service, honor, integrity and personal courage are more than mere words that we recite. Taken together and integrated through an understanding and appreciation of the sacrifices made by the generations of citizen-soldiers who previously answered the call to defend America's freedoms…those values become part of who we are and form the moral and ethical identity that inspire us as Soldiers.

Over the next several weeks, we will help you prepare for this journey. During Basic Combat Training and the follow-on occupational skills training, we will help you transition from citizen volunteer to an Army Professional by teaching you what it means to be a Soldier, and by ensuring that you are physical ready and have the skills needed to perform your job.

I'm confident that you are up to the task. I hope you will find this experience personally and professionally rewarding, and if you let it, set you on a path of continued success. So, let's get started!

Ross E. Ridge
Major General, U.S. Army
Commander, Center for Initial Military Training
U. S. Army Training and Doctrine Command

Soldier Information

Name: _____

My basic combat training (BCT)/one station unit training (OSUT)/advanced individual training (AIT) Company Chain of Command:

* Note: Use pencil

Company Commander: _____

First Sergeant: _____

Drill Sergeant: _____

Drill Sergeant: _____

Drill Sergeant: _____

AIT Platoon Sergeant: _____

Instructor / Squad Leader: _____

Instructor / Squad Leader: _____

My mailing address:

My Battle Buddy is…

Reception Battalion:_____

BCT/OSUT: _____

AIT: _____

My Sexual Harassment/Assault Response & Prevention (SHARP) Program Contacts: Fill in using a pencil upon arrival at BCT, AIT and/or OSUT, and first unit of assignment:

Unit Victim's Advocate / SHARP Representatives:

Company (initial entry training (IET) Only):

_____

Battalion: _____

Brigade: _____

Notes:_____

Basic Combat Training (BCT) Calendar

This is a tool for you to record milestones (APFT, basic rifle marksmanship, FTX, etc.) and to count down the days until BCT Graduation.

BCT Calendar	Monday	Tuesday	Wednesday
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			

Thursday	Friday	Saturday	Sunday

Notes:

Department of the Army ***TRADOC Pamphlet 600-4**
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Training and Doctrine Command
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History. This is a major revision to United States Army Training and Doctrine Command pamphlet 600-4.

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*This pamphlet supersedes TRADOC Pamphlet 600-4, dated 9 Jun 2010, and Change 1, dated 24 Feb 2014.

Summary. This pamphlet is the guide for all Initial Entry Training (IET) Soldiers who enter the Army. It provides an introduction to the Army. Throughout the Blue Book, Soldiers will read and learn about Army Values, Culture, History, Organizations, and Training they will receive. It provides assistance with pay issues, leave, Thrift Saving Plans, and organizations that will be available to assist the families. The Soldier's Blue Book is an inspectable item and will be carried at all times.

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Introduction

Since 1775, the United States Army has exhibited unwavering courage, self-discipline, and advanced military training. Soldiers, like you, have volunteered to serve and fight to protect their Families and friends from enemies that sought to do us harm, and to defend the ideals of our nation. Starting from humble beginnings in our quest for freedom, we have become the most powerful Army in the world.

We are an Army made up of individuals, and the strength of each one of us contributes to the strength of the whole. We gain more strength from training, and the basis for our training stems from a past deeply rooted in determination and adaptability.



From the formation of the Continental Army in 1775 until Valley Forge, American forces were brave and fought with purpose, but were disorganized citizens fighting against highly trained and better organized British Soldiers. To

win the Revolutionary War, General George Washington's men needed enhanced training, discipline, and esprit de corps.

Seeking a solution, General Washington tasked Baron von Steuben with transforming the large group of hungry and exhausted men at Valley Forge into a disciplined fighting force. In the harsh Pennsylvania winter, Baron von Steuben instructed a company of future leaders in basic military movements and tactical skills; those individuals were the predecessors of our drill sergeants!

He developed that cadre until they could–in turn–train the entire Revolutionary Army in the art of basic military maneuvers. Through their perseverance and sense of duty, these dedicated troops practiced to the highest standards. As a result, Washington's men fought skillfully in battle afterwards and it was at that time they embodied the principles and discipline that distinguished them as a professional army.

Their perseverance, commitment to the cause, and disciplined execution of their military tasks enabled America to win its independence from England in 1783.

Training to standard and gaining the inner strength to adapt and overcome adversity became the theme for our Army's training model. Baron von Steuben, by then the Army Inspector General, wrote the *Regulations for the Order and Discipline of the Troops of the United States*—now commonly referred to as the Blue Book—

as an instructional guide for future generations. This book consists, as our modern version does now, of detailed training procedures, the standards of military conduct, and the fundamentals every Soldier needs to know for them to succeed.

Use this version of the “Blue Book” on the journey on which you are about to undertake. Just as Soldiers before you trained to serve and protect our Nation, this book will help you to learn, train and perform the tasks required of you to become Soldiers in the United States Army.



Chapter 1 – The Army

On 14 June 1775, the Second Continental Congress established “the American Continental Army.” The United States Army is the senior Service of the Armed Forces. As one of the oldest American institutions, it predates the Declaration of Independence and the Constitution. For almost two and a half centuries, Army forces have protected this Nation. Our Army flag is adorned with over 180 campaign and battle streamers, each one signifying great sacrifices on behalf of the Nation.

Because of the Army, the United States is independent and one undivided nation.



1-1. Why we have an Army

It is the intent of Congress to provide an Army that is capable, in conjunction with the other armed forces, of…

Preserving the peace and security, and providing for the defense of the United States, the Commonwealths and possessions, and any areas occupied by the United States;

Supporting the national policies;

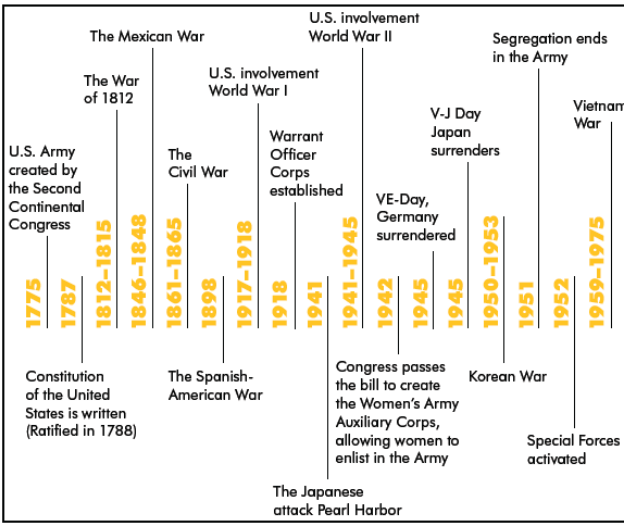
Implementing the national objectives; and

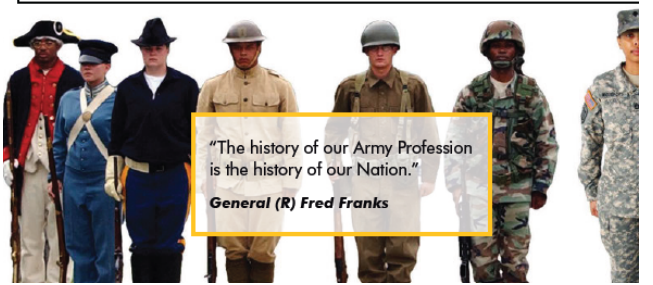
Overcoming any nations responsible for aggressive acts that imperil the peace and security of the United States.

Title 10, U.S. Code, Section 3062(a)

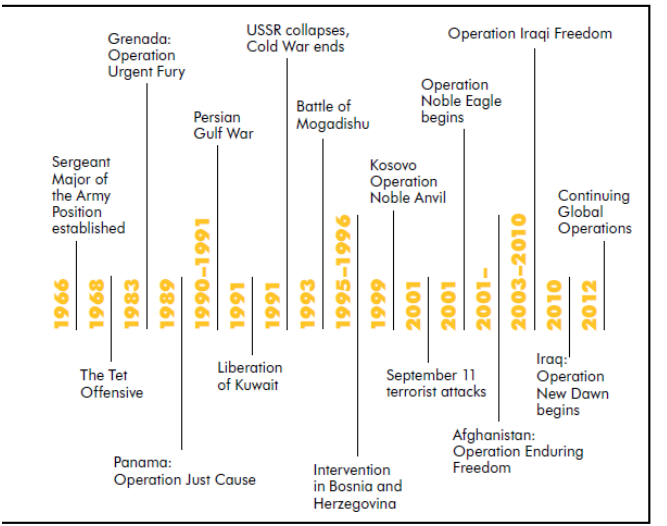


TIMELINE OF THE U.S. ARMY





1775 to Present





1-2. What the Army uniform represents

For Soldiers it means that they are part of something far bigger than themselves…it is an opportunity to serve this great country and to make a difference in this world.



For Army families, the uniform is a source of both pride and anxiety, knowing the sacrifices ahead.

For our veterans, it represents one of the most important periods of their lives…pride in service, accomplishments, and a life-long connection to the comrades that they served with and in some cases lost during their time in uniform. Our Veterans are Soldiers for Life.

For the American citizen, Soldiers are their sons, daughters, relatives, neighbors, and during disaster, their lifeline. They see in us patriotism and selfless service—men and women in whom the Nation takes collective pride and who they see as heroes. And as heroes, they become disappointed and disillusioned when we do not live up to their expectations.

People around the world recognize the American Soldier as a symbol of the United States…Soldiers represent freedom, democracy, and stability.

To our allies, Soldiers presence signals an American commitment during a crisis.

To our enemies, the American Soldier represents strength and resolve, and a commitment to defend the Values that we hold dear as a Nation and as a people.

1-3. Why We Serve

As Soldiers, we are committed to do our duty to contribute to the "common defense;" we share a love of our country and of our Army Family; we defend American values that frame the nation as expressed in the Declaration of Independence and the Constitution of the United States; and we serve "not to promote war, but to preserve peace."

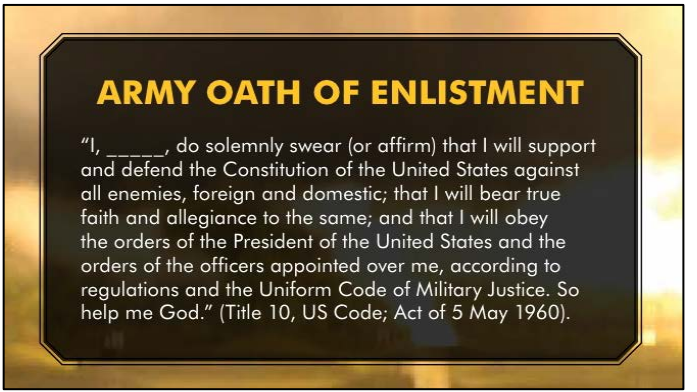
1-4. The Army's Motto – "This We'll Defend"



Department of the Army Emblem

The Army's motto remains as relevant today as it did at our Nations' founding. The pronoun "We" reinforces our collective or team effort and "Defend" remains our Army's main mission. The Army continues this pledge into the future, as we have done since 1775.

1-5. Oath of Enlistment



Members of the American military profession swear or affirm to support and defend the Constitution of the United States—not a leader, people, government, or territory.

That solemn oath ties service in the Army directly to the founding document of the United States. It instills a nobility of purpose within each member of the Army Profession and provides deep personal meaning to all who serve.

The Army Profession derives common standards and a code of ethics from common moral obligations undertaken in its members' oaths of office.

These standards unite members of all services to defend the Constitution and protect the nation's interests, at home and abroad, against all threats.

By taking the Oath of Enlistment, you have committed yourself to living up to the ideals that we as a nation hold dear; to protect and preserve the Constitution of the United States; and to follow the orders of the President of the United States and the designated civilian and military leadership appointed over you. This is a heavy burden and one we are confident you are up to the challenge.





Chapter 2 – The Army as a Profession

2-1. The Army Profession

The Army profession has two broad categories of professionals—uniformed military and non-uniformed members.

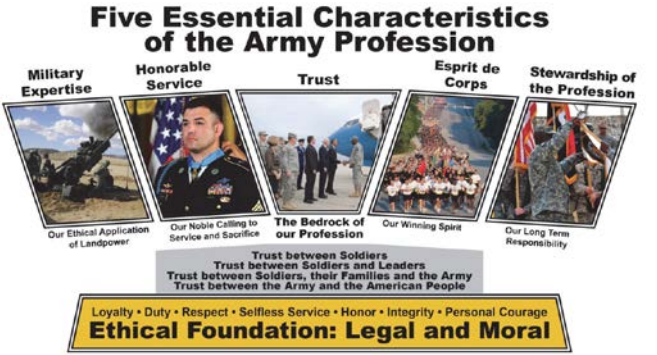
These professionals comprise two complementary and mutually supporting communities within the Army Profession: The Profession of Arms and the Army Civilian Corps.

Profession of Arms: Uniformed members of the Army Profession—Soldiers. This includes the Regular Army, Army National Guard, and Army Reserve.

The Army Ethic: An evolving set of laws, values, and beliefs, deeply embedded within the core of the Army culture and practiced by all members of the Army Profession to motivate and guide the appropriate conduct of individual members bound together in common moral purpose.

"Professionals are guided by their ethic; the set of principles by which they practice, in the right way, on behalf of those they serve – demonstrating their Character. This is their identity. Likewise, as Army Professionals we perform our Duty according to our Ethic. Doing so reinforces Trust within the profession and with the American people."

General Raymond T. Odierno
38th Chief of Staff, United States Army



2-2 What it means to be a Soldier

The Army is an honorable Profession founded on a bedrock of Trust—trust between Soldiers; trust between Soldiers and leaders; trust between Soldiers and Army Civilians; trust between Soldiers, their Families, and the Army; and trust between the Army and the American people.

To sustain this Trust, the Army Profession is committed to an ethos of Honorable Service built on core, moral beliefs that are expressed in our Army Values; our Soldier, and noncommissioned officers (NCO) creeds; and the Warrior Ethos. These beliefs guide our decisions and actions as we perform our duties and continuously develop in Character, Competence, and Commitment.

2-3. How We Conduct Ourselves

Army Professionals are responsible for developing and maintaining moral character and competence, on and off duty, while following their commitment to work that is more than a job; it is a calling to serve in the defense of the Nation. Army Professionals develop through education, training, and experience, and adhere to the highest ethical standards. As stewards of this honorable profession, all Army Professionals must conduct themselves and hold each other accountable in a manner consistent with the Army Ethic and worthy of their professional status.

Army Professionals treat each other with dignity and respect; treating others as they should be treated. They build Trust within the Profession and with the Nation through Honorable Service. Trust is belief and confidence in the, Character, Competence, and Commitment of Army Professionals to ethically and efficiently accomplish the mission.

All members of the Army Profession are our comrades. Acts of sexual harassment, sexual assault, and hazing are corrosive to our culture, breaking the bonds of trust that are essential to our Profession. These acts destroy morale and diminish the overall effectiveness of our formations.

2-4. Who We Are Not

Army Professionals do not engage in or tolerate acts of misconduct or unethical decisions. Actions such as sexual harassment, sexual assault, and hazing are dishonorable and contrary to the Army Values and the Army's Professional Ethos and destroy Esprit de Corps. One incident is one too many.

Sexual Harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual Assault is a crime. Sexual assault is defined as intentional sexual contact, characterized by use of force, threats, intimidation or abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, forcible sodomy and other unwanted sexual contact that is aggravated, abusive, or wrongful or attempts to commit these acts. This includes touching of the breasts, buttocks, genitalia or any other part of the body to satisfy sexual desires. *During training, there is no such thing as consensual relationships. So keep your hands to yourself!*

Hazing is defined as any conduct whereby one military member or employee, regardless of Service or rank, unnecessarily causes another military member or employee, regardless of Service or rank, to suffer or be exposed to an activity that is cruel, abusive, or harmful.

2-5. The Army's Commitment to You

Our commitment to you is to help guide you on this journey in becoming an Army Professional.

We are committed to providing you with a safe and secure environment where everyone can live, train, and learn, and in turn, helping you to become Soldiers of…

- Character: Soldiers who understand the Army culture and demonstrate through decisions and actions the Army Values and Warrior Ethic.

- Competence: Soldiers who demonstrate the ability to perform basic combat skills and who demonstrate entry-level proficiency in their designated occupational specialty.

- Commitment: Soldiers who understand the calling to service and sacrifice, who perform their duties successfully with discipline and to standard, and who successfully and ethically accomplish the mission despite adversity, obstacles, and challenges.

In turn, you join the ranks of generations of citizen-soldiers who previously answered the call to defend America's freedoms; you join a band of brothers and sisters who are prepared to served this Nation in peace and in war; and you join an institution and a profession dedicated to upholding the values and ideals of our Country and its people that we represent.

Our desired outcome as you complete your initial certification process is to provide the Army with a Soldier (you)…

- Who has a shared professional identity with others who honorably and selflessly serve in the Profession of Arms
- Who is agile, adaptive and resilient
- Who is physically ready to execute required Warfighter and occupational specialty skills
- And who is able to serve as a trusted member of a team in their First Unit of Assignment.

2-6. The Journey Begins

When you took the Oath of Enlistment, you became a member of the Army Profession, albeit an aspiring professional or apprentice.

The task at hand is to develop and certify you in the Army Profession of character, commitment, and competence. The responsibility for each individual's development and certification is a mutual one, a trusted bond, shared between you and the Army.

The first certification in becoming an Army Professional is the most critical one. This involves providing you with the knowledge and skills to serve as a practicing professional in your first unit of assignment.

Chapter 3 – The Reception Battalion

3-1. The Path

Welcome to the Reception Battalion. By being here, this means that you have met your initial entry qualification requirements. While at the Military Entrance Processing Station you underwent a battery of aptitude tests and medical examinations to determine if you were qualified for military service. Congratulations, you passed!

Now that you have taken the Armed Services Vocational Aptitude Battery, know what your future military occupational specialty (MOS) will be, have signed your enlistment contract and are sworn into the United States Army, it is time for you to begin the transformation to becoming a Soldier.

You are at one of the following **Basic Combat Training/ One Station Unit Training** locations:

- Fort Benning, Georgia
- Fort Jackson, South Carolina
- Fort Leonard Wood, Missouri
- Fort Sill, Oklahoma

If your MOS is 11B/11C (Infantryman), 19D (Cavalry Scout), 19K (Armor Crewman), 12B (Combat Engineer) or 31B (Military Police Officer), you will conduct your

Basic Combat Training and occupational skills training in one course. This is called “One Station Unit Training” or “OSUT” and is conducted at Fort Benning for 11B and 19K Soldiers, and at Fort Leonard Wood for 12B and 31B Soldiers.

All other Soldiers will go through “Basic Combat Training” or “BCT” at one of the four locations listed above, and upon completion, will attend a follow-on course called “Advanced Individual Training” or “AIT.” This course may be at the same installation as your BCT training or may be at another location.

While at the Reception Battalion, you will undergo further medical, dental and administrative screening. You will receive a standard military haircut, be issued your initial clothing issue to include physical fitness and Army Combat Uniforms (ACUs), footwear and miscellaneous clothing items. You will be taught how to properly wear the clothing issued and begin to learn the basics of military culture.

Your actions and ability to follow instructions will be monitored carefully. A drill sergeant or processing sergeant will take you through the stations required for you to enter into the Army.

Follow all instructions and pay attention to detail. One of the key elements to being successful in the Army is ensuring you understand what is required of you and ask questions if you are unsure.

A typical stay in the Reception Battalion lasts from 3-5 days for BCT Soldiers and 5-7 days for OSUT Soldiers.

When you complete reception in-processing, you will be assigned to a training company. Drill sergeants will pick you up at the Reception Battalion and travel with you to your BCT or OSUT company location.

Eagle Cash Stored Value Card: While at the Reception Battalion, you will be issued a Stored Value Card. The stored value card reduces cash/check operations for initial trainee advance. The card can be used at the Army and Air Force Exchange Service sites (barber shops, clothing sales, and Post Exchange facilities).

Any remaining value at expiration is returned to the Soldier; however, spending the full amount prior to completion of training is encouraged. Advance amounts are $350 for males and females. The Value Card will expire 45 days from initial issue to Soldiers at the Reception Battalion.



3-2. Critical Information Needed Upfront
During your stay at the Reception Battalion, BCT or OSUT, you will be expected to read, study, and memorize as necessary various information. The purpose of the information is to introduce and reinforce who we are as Army Professionals and what we represent as Soldiers. Your job is to fully understand, comprehend and at times demonstrate your proficiency by reciting it to the drill sergeant and leaders either individually or as a group.

Information identified by a "star"  requires comprehension by memorization.

3-3 . The Battle Buddy System
Soldiers rely on one another to stay motivated and reach peak performance. Although required in Initial Military Training, Soldiers will form natural bonds with their fellow Soldiers as part of Army culture. To contribute to this team spirit, we live by the buddy system. A buddy team is usually defined as two Soldiers in the same unit who look after each other at all times.

By getting to know other Soldiers on a professional and personal level, you learn how to improve yourself and encourage others. Working together, you and your battle buddy learn initiative, responsibility, trust, and dependability.

While at the Reception Battalion, BCT, OSUT and AIT, same-gender Soldiers (male-male and female-female) are placed in buddy teams. With the requirement to excel in Army training, some Soldiers need more positive reinforcement than others. For that reason, you may also be paired based on your strengths, so you and your buddy can complement each other's weaknesses.

Battle Buddy responsibilities:

- Never leave your buddy alone
- Never let your buddy go into an office or room by themselves; even if a drill sergeant, platoon sergeant or instructor says it's okay
- Keep your buddy safe and free from harm
- Know the whereabouts of your buddy at all times
- Pass information to your buddy
- Encourage and support your buddy to train harder and do better
- Help your buddy solve problems
- Inform Cadre of any changes in your buddy's behavior

In the end, the most rewarding part of the buddy system is making ***every*** Soldier your buddy; for any one of them

could help you accomplish your mission or save your life in combat.

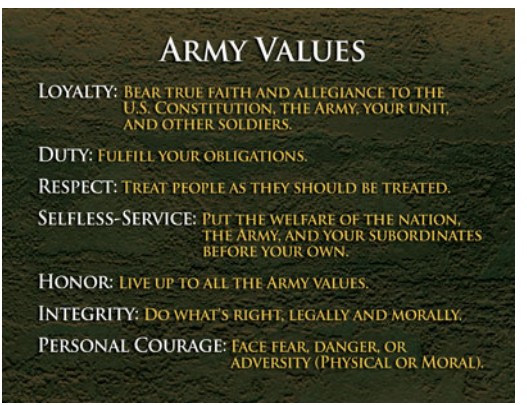
3-4. Army Values ★

Our ethical and moral foundation as Soldiers are codified in the seven Army Values—

Loyal, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage.

They are at the core of who we are as individuals, as Soldiers, as Professionals and as Americans. Whether on or off-duty, Soldiers live these values every day.

The easiest way to remember the Army Values is through the acronym "**LDRSHIP**".



LOYALTY: Bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.

Bearing true faith and allegiance is a matter of believing in and dedicating yourself to the United States of America and the U.S. Army. A loyal Soldier is one who supports his or her leader and stands up for fellow Soldiers. By wearing the uniform of the U.S. Army you are expressing your loyalty to the Nation, family, and your fellow Soldiers.

DUTY: Fulfill your obligations.

Doing your duty means carrying out your assigned tasks and being able to accomplish the mission as part of a team. Duty also requires you to work hard every day to be a better Soldier. Everyone in our Army contributes to the mission if they do their duty.

RESPECT: Treat people as they should be treated.

In the Soldier's Creed, we pledge to "treat others with dignity and respect while expecting others to do the same." Respect allows us to appreciate the best in other people. Respect is trusting that all people have done their jobs and fulfilled their duty. Self-respect is also a vital ingredient and is a result from knowing you have put forth your best effort. The Army is one team, and all contribute best when they are treated with respect.

SELFLESS SERVICE: Put the welfare of the Nation, the Army, and your subordinates before your own.

In serving your country, you are doing your duty loyally without thought of recognition, reward, or personal comfort. Selfless services is the commitment of each team member to go a little further, endure a little longer, and look a little closer to see how he or she can add to the team effort without thought of personal gain.

HONOR: Live up to Army Values.

Honor is a matter of carrying out, acting, and living the values of respect, duty, loyalty, selfless service, integrity, and personal courage in everything you do. It is always doing what you know is right even when no one is looking.

INTEGRITY: Do what's right, legally and morally.

Integrity is a quality you develop by adhering to moral principles. Once lost, it is the hardest to recover. It requires that you do and say nothing that deceives others. As your integrity strengthens, so does the trust others place in you. Trust is one of the most important things in our profession. The more choices you make based on integrity, the more this highly prized value will characterize your relationships with Family and friends, and finally, define you as a person and a Soldier.

<u>PERSONAL COURAGE</u>: Face and overcome fear, danger or adversity (physical or moral).

Personal courage has long been associated with our Army. Courage is a matter of enduring physical duress and at times risking personal safety. Facing fear or adversity may require continuing forward on the right path, especially if taking those actions is not popular with others. You can build your personal courage by daily standing up for and acting upon the things that you know are right.

3-5 Sexual Harassment /Assault Response & Prevention (SHARP)

A Soldier in the United States Army stands strong - a member of a band of brothers and sisters bound together by timeless values and sharing a sense of trust with and duty and loyalty to their fellow Soldiers that is unlike any other in the world.

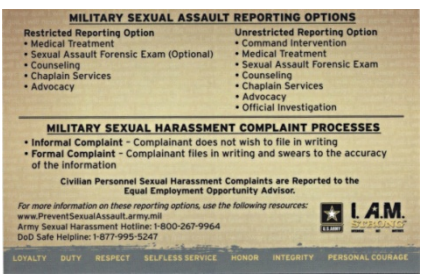
Their willingness to sacrifice for each other, to never leave a fallen comrade, is what makes a Soldier strong - on the battlefield, and off.



When sexual harassment or sexual assault occurs, it is not only a direct violation of our Army Core Values and Warrior Ethos, but also an assault on what it means to serve in the Profession of Arms and the Army way of life - a life in which it is our duty to protect and take care of each other no matter the time, place, or circumstance. As a band of brothers and sisters, we have a personal and professional duty to intervene and prevent sexual harassment and sexual assault.

Sexual assault is a crime. It betrays victims and their Families; erodes the bedrock of trust upon which the Profession of Arms is grounded; and has a corrosive effect on our unit readiness, team cohesion, and command environment.

The damage resulting from sexual assault extends far beyond the victim, weakening the very health and morale of our Soldiers, breaking the bond of trust within our team, shattering the confidence Soldiers have in one another, and undermining unit readiness. Sexual assault can be prevented. As Soldiers, our Core Values demand that we act to stop these behaviors.



There are no passive bystanders. Passive bystanders who do not assist, do not report, and do not try to help their fellow Soldiers as they see sexual harassment or sexual assaults occur are part of the problem. We must protect our team members. When we see or sense the risk of sexual harassment or sexual assault, we have a duty to intervene and protect our fellow Soldiers

At the Reception Battalion and during the initial phase of BCT and OSUT, Army leaders will provide you with information designed to inform, protect and prevent you from becoming a victim of sexual harassment and assault, and if you do become a victim, provide you with options for reporting the incident and getting help.

WHAT IS I. A.M. STRONG?

Intervene, Act, and Motivate (I. A.M.) STRONG is the Army's campaign to combat sexual harassment and sexual assault by engaging all Soldiers in preventing sexual assault before they occur.

INTERVENE When I recognize a threat to my fellow Soldiers, I will have the personal courage to **INTERVENE** and prevent sexual assault. I will condemn acts of sexual harassment. I will not abide obscene gestures, language, or behavior. I am a Warrior and a member of a team. I will **INTERVENE**.

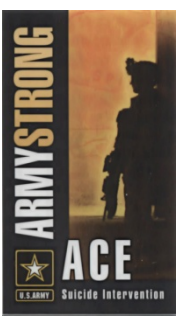
ACT You are my brother, my sister, my fellow Soldier. It is my duty to stand up for you, no matter the time or place. I will take **ACTION**. I will do what's right. I will prevent sexual harassment and sexual assault. I will not tolerate sexually offensive behavior. I will **ACT**.

MOTIVATE We are American Soldiers, **MOTIVATED** to keep our fellow Soldiers safe. It is our mission to prevent sexual harassment and sexual assault. We will denounce sexual misconduct. As Soldiers, we are all **MOTIVATED** to take action. We are strongest...together.

3-6. Suicide Prevention

Everyone has the power and responsibility to protect Soldiers on and off the battlefield. This includes recognizing uncharacteristic and suicidal behaviors.

Effective suicide prevention requires everyone in the unit to be aware of the risk factors for suicide and know how to respond. Commanders, NCOs, supervisors and battle buddies must lead the way.

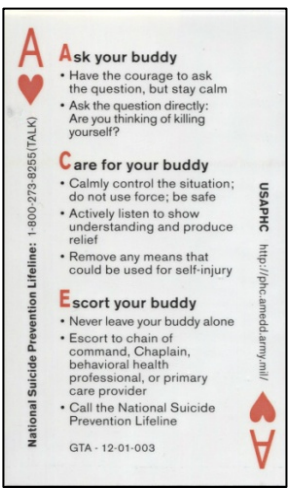


If a Soldier seems suicidal, the time to take action is NOW. Talk to the Soldier before it is too late.

What to Look For: Warning Signs

Distress can lead to the development of unhealthy behaviors. People closest to the Soldier (fellow Soldiers, family, friends) are in the best position to recognize changes due to distress and to provide support.

Look For:



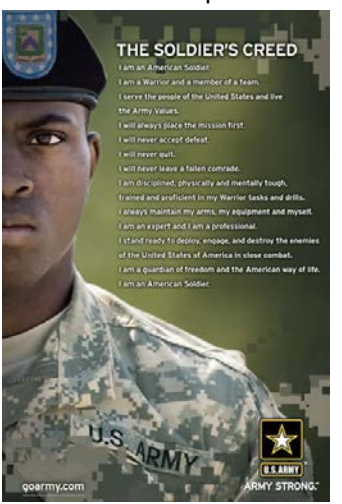
- Comments that suggest thoughts or plans of suicide
- Rehearsal of suicidal acts
- Giving away possessions
- Obsession with death and dying
- Uncharacteristic behaviors
- Significant change in performance
- Appearing overwhelmed by recent stressor(s)
- Depressed mood; hopelessness
- Withdrawal from social activities

3-7. The Soldier's Creed and Warrior Ethos

The Soldier's Creed addresses the set of principles that all Soldiers strive to emulate. It captures the essence of what it means to be a Soldier.

The Warrior Ethos—within the Soldier's Creed—describes a Soldier's selfless commitment to the nation, the mission, and fellow Soldiers.

All Soldiers are warriors—prepared, trained and fully equipped for war. Soldiers destroy the enemy in close combat, resolve conflict, and then restore the peace. They are also part of a team, bound to each other by integrity and trust.



As Soldiers, you will always be under some level of physical and mental stress, regardless of your rank or specialty. Living by the Soldier's Creed and Warrior Ethos provides the inner strength and motivation you need to continue performing your duty and executing your mission.

THE SOLDIER'S CREED

I AM AN AMERICAN SOLDIER.

I AM A WARRIOR AND A MEMBER OF A TEAM. I SERVE THE PEOPLE OF THE UNITED STATES AND LIVE THE ARMY VALUES.

I WILL ALWAYS PLACE THE MISSION FIRST.

I WILL NEVER ACCEPT DEFEAT.

I WILL NEVER QUIT.

I WILL NEVER LEAVE A FALLEN COMRADE.

I AM DISCIPLINED, PHYSICALLY AND MENTALLY TOUGH, TRAINED AND PROFICIENT IN MY WARRIOR TASKS AND DRILLS. I ALWAYS MAINTAIN MY ARMS, MY EQUIPMENT AND MYSELF.

I AM AN EXPERT AND I AM A PROFESSIONAL.

I STAND READY TO DEPLOY, ENGAGE AND DESTROY THE ENEMIES OF THE UNITED STATES OF AMERICA IN CLOSE COMBAT.

I AM A GUARDIAN OF FREEDOM AND THE AMERICAN WAY OF LIFE.

I AM AN AMERICAN SOLDIER.



3-8. The BCT / One Station Unit Training (OSUT) / Advanced Individual Training (AIT) "Golden Rules"

#1 DO NOT bully, haze, assault or harass a fellow Soldier

- ✓ **DO help and assist your teammate**

#2 DO NOT use vulgar language, rude gestures or discriminate against others

- ✓ **DO treat everyone with dignity and respect**

#3 DO NOT kiss, attempt to kiss or touch a fellow Soldier

- ✓ **DO respect your teammate's personal space**

#4 DO NOT steal or take something that does not belong to you

- ✓ **DO build trust with teammates through your ethical and disciplined actions**

#5 DO NOT go anywhere without your battle buddy

- ✓ **DO report violations of policies and regulations to your platoon and company leadership**

Chapter 4 – BCT / OSUT / AIT

4-1. What to Expect

BCT and OSUT builds character, instills discipline and Army Values, improves physical conditioning, and teaches basic combat and occupational skills. All of these contribute in the development of your individual skills and knowledge, resulting in a Soldier capable of serving as a member of a team in your First Unit of Assignment.

BCT / OSUT / AIT are training courses that transform civilians into Soldiers. Over the course of a number of weeks you will develop the character, commitment and competence skills and knowledge to succeed as a Soldier.

BCT – 10 weeks

11B/C (Infantryman) OSUT – 13 weeks, 3 days

12B (Combat Engineer) OSUT – 14 weeks

19D (Cavalry Scout) OSUT – 16 weeks

19K (Armor Crewman) OSUT – 15 weeks

31B (Military Police Officer) OSUT – 19 weeks, 1 day

AIT – Varies by Military Occupational Specialty

4-2. The Training Company – Your Unit

Upon arrival to your training company, the drill sergeants and cadre will in-process you and assign you to a platoon, which is a group of 60 Soldiers and 3 drill sergeants. Your Drill Sergeants are a mix of highly qualified male and female NCOs with 5-10 years of experience in the Army.

The Company Commander (Captain) is in charge of the Company. The Commander establishes policy and has legal discipline authority over you and all assigned company personnel.

The Commander is assisted by the First Sergeant (1SG) who is the master trainer and supervises the drill sergeants and other Soldiers and Civilians assigned to the Company.

There are 10 - 12 drill sergeants assigned to the company. They are responsible for the training and testing you receive. You will also see a Supply Sergeant (could be a civilian) who is responsible for the linen, pillows, cleaning supplies and the work orders needed to maintain the Company.

The training NCO or Training Officer/Executive Officer (XO) is responsible for updating and maintaining training records and the coordination of each day's training events.

4-3. Safe and Secure Environment

The Army provides a safe living and learning environment for all Soldiers. When you arrive at your company you will notice security measures established to protect you and your battle buddy.

Alarms are placed on doors that separate male and female Soldiers. This is to ensure no unauthorized entry during lights out or sleeping hours. Do not prop doors open or allow unauthorized persons to enter your barracks bay or sleeping area.

Cameras are installed in common areas (hallways, stairwells, lobbies, etc.) to assist cadre with identifying any misconduct during all hours of the day and night.

The Army installed SHARP hotline telephones in the barracks to assist Soldiers in reporting incidents. These hotlines are located in common areas and have multiple lines to allow Soldiers to report incidents of abuse without the stigma associated with using the hotline.

Upon arrival to your Basic Combat Training location you will receive a briefing on SHARP and introduced to the individuals who are assigned as the Sexual Assault Response Coordinator (SARC) and the Victim Advocate (VA).

These are the NCOs and or civilians that will provide you with contact information to be used if violations are observed during your training.

Their names and contact information are posted throughout the barracks and company area.

Write their names and contact information in the area provided in the front of the Blue Book.

4-4. Drill sergeants

A drill sergeant is a symbol of excellence in initial entry training, is an expert in all warrior tasks and battle drills, lives the Army Values, exemplifies the Warrior Ethos, and most importantly is the epitome of the Army as a Profession.



A drill sergeant wears the distinctive “campaign hat” or “bush hat” and is responsible for coaching, counseling, mentoring and transforming Soldiers like you from a civilian volunteer to a combat-ready Soldier.



Like the distinctive headgear they wear, each drill sergeant proudly wears their drill sergeant badge on their uniform.



Like most things in the Army, each element of the badge has a specific meaning.

It consists of 13 stars representing the original colonies. The torch, burning brightly in the center, symbolizes liberty. The snake is derived from the original "Don't Tread on Me" serpent, a symbol of American independence during the 18th century. Together with the torch and breastplate, it indicates readiness to defend. The breastplate is a symbol of strength. The green background is a vestment worn under the breastplate and called a Jupon, which represents the new Army. The snake grasps, with his tail and teeth, a scroll inscribed with the Army's motto "This We'll Defend."

The heritage of the drill sergeant and NCO reaches back to the Revolutionary War and carries through to today's Army. Drill sergeants provide inspiration, discipline and technical competence within unit formations.

Your drill sergeant is committed to helping you succeed!



I am a Drill Sergeant

I will assist each individual in their efforts to become a highly motivated, well disciplined, physically and mentally fit Soldier, capable of defeating any enemy on today's modern battlefield.

I will instill pride in all I train, pride in Self, in the Army, and in Country.

I will insist that each Soldier meets and maintains the Army's standards of military bearing and courtesy, consistent with the highest traditions of the U.S. Army.
I will lead by example, never requiring a Soldier to attempt any task I would not do myself.

But First, Last, and Always, I am an American Soldier, sworn to defend the Constitution of the United Sates against all enemies, both foreign and domestic.

I am a Drill Sergeant.

4-5. The Soldierization Process

Initial Entry Soldiers undergo a five-phase training program that prepares you for the transition from civilian volunteer to Professional Soldier. The advancement through each phase is a major “stepping stone” in your life, because each stage repeatedly tests and pushes you to be the best.

In a highly supervised environment, you will experience training that challenges you physically and mentally. Successful Soldiers model the actions, behaviors, and Army Values exhibited by your drill sergeants and AIT platoon sergeants.

Each of the five phases is essential. They are identified by colors; each phase signifies a specific turning point in becoming a Soldier.

The Red, White, and Blue phases are part of BCT and the first 9 weeks of OSUT. The Black and Gold phases are part of AIT and the latter weeks of OSUT.

4-6. Military Time

With Soldiering being a 24-hour a day job, it is only fitting that military time is expressed using 24 hours. As a global military force, the U.S. Army constantly coordinates with bases and personnel located in other time zones. To avoid confusion due to time differences, the military uses Greenwich Mean Time, commonly referred to as military time.

Civilian Time	Military Time	Civilian Time	Military Time
12:00 Midnight	0000	12:00 Noon	1200
12:01 AM	0001	1:00 PM	1300
1:00 AM	0100	2:00 PM	1400
2:00 AM	0200	3:00 PM	1500
3:00 AM	0300	4:00 PM	1600
4:00 AM	0400	5:00 PM	1700
5:00 AM	0500	6:00 PM	1800
6:00 AM	0600	7:00 PM	1900
7:00 AM	0700	8:00 PM	2000
8:00 AM	0800	9:00 PM	2100
9:00 AM	0900	10:00 PM	2200
10:00 AM	1000	11:00 PM	2300
11:00 AM	1100	11:59 PM	2359

4-7. Daily Schedule

Typical schedule during BCT/OSUT:

0500 – First Call
0530 – Physical Readiness Training
0630 – Breakfast
0830 – Training
1200 – Lunch
1300 – Training
1700 – Dinner
1800 – Drill Sergeant Time
2030 – Personal Time
2130 – Lights-Out

4-8. Basic Combat Training



Red Phase. You begin the Soldierization process by learning discipline, standards, values and teamwork. In the Red phase, you will learn about Warrior Ethos, first aid, sexual harassment/assault response and prevention programs, customs and courtesies, and resiliency techniques. You will also participate in physical readiness training, road marches, confidence building exercises, and learn how to march in a military formation.

White Phase. You will learn rifle marksmanship and qualify on your assigned weapon. You will also continue your physical readiness training along with negotiating an obstacle course and train in the field on the basic Soldier skills necessary to meet the needs of an expeditionary Army known as" Warrior Tasks and Battle Drills". These skills help develop your confidence in becoming a strong member of the Army team.



Blue Phase. This phase builds upon what you learned over the past two phases and reinforces the basic combat skills with a focus on teamwork and discipline. You will learn to operate additional weapons used by the Army. You will throw live hand grenades, train in urban operations and survive multiple days in a field environment.



After passing all your BCT tests and challenges, you qualify to wear the Army Black Beret as a Rite of Passage.



4-9. Warrior Tasks and Battle Drills

The Army has identified various basic Warrior Tasks and Battle Drills (WTBDs) that all Soldiers are required to train in order to succeed on the battlefield. These WTBDs are taught in basic combat training and cover critical skills associated with the ability to shoot, move, communicate, survive, and adapt.

While in the Reception Battalion, you received a copy of the Soldier's Manual of Common Tasks, Warrior Skills Level 1 (STP-21-1-SMCT). This manual covers all of the WTBDs you are required to know.

Shoot: You will become proficient with your weapon and learn how to maintain, employ, and engage targets as well as how to properly handle and employ hand grenades.

- Maintain, employ, and engage targets with individually assigned weapon system
- Employ hand grenades

Move: You will learn how to move tactically on the ground by practicing individual movement techniques. You will learn how to navigate from one point to another and how to move under fire.

- Perform individual movement techniques
- Navigate from one point to another
- Move under fire

Communicate: Communication training focuses on using modern technology to convey information effectively. You will learn equipment and procedures to become a more technically savvy Soldier and an effective communicator.

- Perform voice communications
- Use visual signaling techniques

Survive: Experience in handling the pressures of modern warfare is critical for Soldier survival. Practice in survival tasks helps you to react properly to hostile fire, enemy threats, and to maintain situational awareness.

- React to chemical, biological, radiological, and nuclear attack/hazard
- Perform immediate lifesaving measures
- Perform counter Improvised Explosive Device
- Maintain Situational Awareness
- Perform Combatives

Adapt: Soldiers must be able to adapt to any situation.

- Assess and Respond to Threats (Escalation of Force)
- Adapt to changing operational environments
- Grow professionally and personally (Build Resilience)

Battle Drills: A battle drill is a collective action performed by a platoon, squad or team that requires no planning, but is conducted as routine action when events dictate a response.

- React to contact
- Establish security at the halt
- Perform actions as a member of a mounted patrol
- Perform Tactical Combat Casualty care
- React to Indirect Fire (Dismounted)
- React to Ambush (near/far)

4-10. BCT Graduation Requirements

You must successfully accomplish the following requirements to graduate from Basic Combat Training…

- ✓ Complete the Army physical fitness test (APFT) by scoring at least 50 points in each event.

  In order to graduate from OSUT/AIT you must score at least 60 points in each event. [Goal is to achieve 80 points or higher for your age/gender.]

- ✓ Safely handle, provide proper maintenance, zero and qualify with your individual weapon.

- ✓ Demonstrate proficiency in the wear of the chemical protective mask.

- ✓ Demonstrate proficiency in the Warrior Tasks and Battle Drills.
- ✓ Demonstrate proficiency in basic First Aid techniques.
- ✓ Complete the obstacle and confidence courses.
- ✓ Complete combatives training.
- ✓ Throw live hand grenade.
- ✓ Complete all tactical foot marches.
- ✓ Complete the tactical field training and/ or situational training exercises (FTXs/STXs).

4-11. AIT/OSUT

In AIT and the final phases of OSUT, you will be trained in your selected MOS (job training) and continue the physical conditioning required for you to excel in your future unit.

During the Black and Gold phases, you will receive classroom instructions, hands-on training, and field training to enable you to become a valued team member as you transfer to your first unit of assignment.

Black Phase. The Black Phase or sometimes referred to as "Phase IV" is the first phase of comprehensive MOS training that occurs during weeks 10-13 of OSUT and the initial start of AIT.

This phase will begin to develop your skills in your Army specialty through hands-on training, classroom instruction, and opportunities to apply those skills during various training exercises.

During Personal Financial Management Training, you will receive 8 hours of specialized training in how to handle your finances. Upon completion of the finance training, you will be issued a certificate. Ensure you take this certificate to your first unit of assignment, or you will be required to retake the training.

Gold Phase. The Gold Phase or sometimes referred to as "Phase V" is the final and most progressive stage that covers weeks 14-20+ of OSUT/AIT and the longer periods associated with specific MOSs.

The phase ends with a tactical FTX/STX where you will apply the knowledge and experience you gained from basic combat training and most recent MOS training and apply it in a simulated environment.

Graduation Requirements. AIT consists of many different career fields. The major requirements of AIT vary depending on your military occupational specialty, but there are general goals Soldiers must complete.

To graduate from AIT/OSUT, you must work effectively as a team member; pass the Army Physical Fitness Test with a minimum score of 60 points in each event, and pass all AIT/OSUT requirements for your MOS.

During your entry into the Army, during your training, and/or final phases of AIT/OSUT, if you visually appear to be marginal or exceed body fat content standards, IAW Army Regulation (AR) 40-501 Body Fat Standards, you will be taped. If you exceed the body fat standards you will have six months (180 days) upon entering the Army to meet weight/body fat compliance with AR 600-9.

4-12. What is the Difference between drill sergeants and AIT platoon sergeants?

In AIT, you will be assigned to a different unit and will now have platoon sergeants and squad leaders instead of drill sergeants.

The difference between drill sergeants and AIT platoon sergeants is the environment in which they train you. Your basic combat training experience will be highly supervised by drill sergeants as you are encouraged and evaluated on your ability to reach the highest Army standards.

During AIT and the latter portion of OSUT, your training environment changes to one that best prepares you for your first unit of assignment. You will learn MOS skills and additional Soldier skills in an atmosphere geared to prepare you for the performance of that occupational specialty in a unit.

The roles of drill sergeants and AIT platoon sergeants are comparable even though they train Soldiers during different phases of initial entry training. Drill sergeants transform new recruits into Soldiers

AIT platoon sergeants, squad leaders and MOS instructors train Soldiers to become proficient at their Army job/MOS and prepare them for their transition to their first assignment.

AIT PLATOON SERGEANT CREED

I AM AN AIT PLATOON SERGEANT

I embody the Army Values and adhere to the highest standards of ethical conduct. I will share my knowledge and experience, and enforce the Army Standards in every Soldier by demonstrating character, competence, and commitment.

I will reinforce Warrior Task and Battle Drills, ensuring all Soldiers are prepared to win the wars of this great nation.

I am physically fit, an effective communicator and a sound administrator. I will never ask my Soldiers to do anything I would not do myself.

It is an honor to guide Soldiers through the transition process. I am a leader and will always conduct myself as a professional.

I AM AN AIT PLATOON SERGEANT

Chapter 5 – Personal Appearance and Uniforms

5-1. Personal Appearance

Personal appearance is important—it demonstrates the pride and self-discipline you feel as a Soldier in the U.S. Army. Being neat and well groomed contributes to the esprit de corps in your unit. Your uniform should fit well and be clean, serviceable, and pressed as necessary.

Your uniform is only part of your appearance. To look like a Soldier, you need to be physically fit, meet acceptable weight standards, and have a neat hairstyle in accordance with Army regulations.

Note: While attending BCT/OSUT/AIT some of the personal appearance allowances may be restricted while undergoing training. Your drill sergeants, platoon sergeants and instructors will inform you of these restrictions.

Note: Reference AR 670-1 for additional inquiries concerning Army uniforms and awards. http://armypubs.army.mil/epubs/pdf/r670_1.pdf

Note: When traveling from BCT to AIT wear of the Army Service Uniform (ASU) is required.

Hairstyles

While at BCT, you will receive a standard haircut which will be shorter than many of you have had since “grade school.” The purpose of the short cut is for hygiene purposes because of the extensive physical and outdoor activities you will undertake over the next 10 weeks.

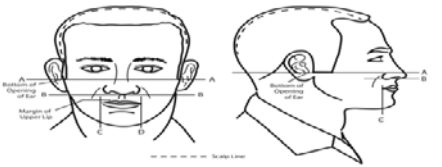
Once you graduate from BCT, you can get a haircut that may be more in taste to your desires but it will still need to stay within the hairstyle mandated by Army regulation. Most Army Air Force Exchange Store (AAFES) barbers have a poster which shows authorized haircut styles.

For male personnel, the hair must not fall over the ears or eyebrows, or touch the collar (except for closely cut hair at the back of the neck).

- Hair should be tapered, except that "block cut" in the back is permitted in moderate degree.
- Neither the bulk nor length of hair may interfere with the wearing of military headgear.
- Sideburns must be neatly trimmed, not flared, and must not extend downward beyond the lowest part of the exterior ear opening.
- The face must be clean-shaven.
- If a mustache is worn after graduation from BCT/OSUT/AIT, it must be neatly trimmed.

- No part of the mustache will cover the upper lip line or extend horizontally beyond or below the corner points of the mouth where the upper and lower lips join.

Male Grooming Standards



For female personnel, the requirements for hair regulations are to maintain uniformity within a military population for female Soldiers while in uniform, or in civilian clothes on duty, unless otherwise specified. Female hairstyles may not be eccentric or faddish and will present a conservative, professional appearance. For the purpose of these regulations, female hairstyles are organized into three basic categories: short length, medium length, and long length hair.

Short length. Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp (unless due to medical condition or injury), but may be evenly tapered to the scalp within 2 inches of the hair line edges. Bangs, if worn, may not fall below the eyebrows, may not interfere with the wear of all

headgear, must lie neatly against the head, and not be visible underneath the front of the headgear. The width of the bangs may extend to the hairline at the temple.

Medium length. Medium hair is defined as hair length that does not extend beyond the lower edge of the collar (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform, and is not required to be secured. When worn loose, graduated hair styles are acceptable, but the length, as measured from the end of the total hair length to the base of the collar, may not exceed 1 inch difference in length, from the front to the back. Layered hairstyles are also authorized, so long as each hair's length, as measured from the scalp to the hair's end, is generally the same length giving a tapered appearance. The regulations for the wear of bangs detailed above, apply. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches.

Long length. Long hair is defined as hair length that extends beyond the lower edge of the collar. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of bangs detailed above, apply. No portion of the bulk of the hair, as measured from the scalp, will exceed 2 inches (except a bun, which may extend a maximum of 3 inches from the scalp) and be no wider than the width of the head.



Recent changes to the Army regulation now allow female Soldiers to wear their hair in two-strand twists. The Army also increased the size of acceptable braids.

Jewelry

A wrist watch, identification bracelet, and up to two rings (a wedding set is considered to be one ring) may be worn with your uniform as long as they are conservative and tasteful. You may wear a religious medal on a chain around your neck provided neither medal nor chain can be seen.

Once you graduate from BCT/OSUT/AIT, f**emale personnel** are authorized to wear prescribed earrings with the ASU.

Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1⁄4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear. Females may wear earrings only as a matched pair, with only one earring per ear lobe.

Note: Females are not authorized to wear earrings with any class C (utility) uniform (ACU, hospital duty, food service, physical fitness, field, or organizational).

Body Piercing

Except for earrings worn by female Soldiers when wearing the ASU, no displaying objects, articles, jewelry, or ornamentation attached or affixed to or through the skin may be worn while in uniform. Neither can such adornments be worn while wearing civilian clothes (on or off duty) when on any military installation, or other places under military control. Females may wear any type of earrings off duty, on or off military installations.

Cosmetics

Standards regarding cosmetics are necessary to maintain uniformity and to avoid an extreme or unprofessional appearance. Males are prohibited from

wearing cosmetics, except when medically prescribed. Females are authorized to wear cosmetics with all uniforms, provided they are applied modestly and conservatively, and that they complement both the Soldier's complexion and the uniform. Leaders at all levels must exercise good judgment when interpreting and enforcing this policy.

Eccentric, exaggerated, or faddish cosmetic styles and colors, to include makeup designed to cover tattoos, are inappropriate with the uniform and are prohibited. Permanent makeup, such as eyebrow or eyeliner, is authorized as long as the makeup conforms to the standards outlined above. Eyelash extensions are not authorized unless medically prescribed.

Females will not wear shades of lipstick that distinctly contrast with the natural color of their lips, that detract from the uniform, or that are faddish, eccentric, or exaggerated.

Females will comply with the cosmetics policy while in any military uniform or while in civilian clothes on duty.

Fingernails

All personnel will keep fingernails clean and neatly trimmed.

Males will keep nails trimmed so as not to extend beyond the fingertip.

Females will not exceed a nail length of 1⁄4 inch, as measured from the tip of the finger. Females will also trim nails shorter if the commander determines that the longer length detracts from the military image, presents a safety concern, or interferes with the performance of duties.

Tattoos

Note: Violation of tattoos policy by Soldiers may result in adverse administrative action and/or charges under the provisions of the Uniform Code of Military Justice (UCMJ).

Tattoos and brands are permanent markings that are difficult to reverse (in terms of financial cost, discomfort, and effectiveness of removal techniques). Before obtaining either a tattoo or a brand, Soldiers should consider talking to unit leaders to ensure that they understand the Army tattoo and brand policy. The words tattoo and brand are interchangeable in regards to this policy.

The following types of tattoos or brands are prejudicial to good order and discipline and are, therefore, prohibited anywhere on a Soldier's body:

- Extremist. Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are

those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law (see AR 600–20).

- Indecent. Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.
- Sexist. Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.
- Racist. Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

Tattoos or brands, regardless of subject matter, are prohibited on certain areas of the body as follows:

- Soldiers are prohibited from having tattoos or brands on the head, face (except for permanent makeup, neck (anything above the t-shirt neck line to include on/inside the eyelids, mouth, and ears), wrists, hands, or fingers.
- Soldiers may have no more than four visible tattoos below the elbow (to the wrist bone) or

below the knee. The tattoos in these areas must be smaller than the size of the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. The total count of all tattoos in these areas may not exceed a total of four.

- A single tattoo is defined as one or multiple tattoos spaced apart that can still be covered by a circle with a diameter of five inches. Tattoos spaced apart that cannot be covered by a circle with a diameter of five inches are considered separate tattoos.
- A band tattoo is a tattoo that fully encircles the circumference of the body part. Band tattoos may be no more than two inches in width. Each band tattoo counts as one authorized tattoo. Soldiers may have a total of one visible band tattoo on the body. The band tattoo may either be below one elbow (above the wrist bone) or below one knee.
- A sleeve tattoo is a tattoo that is a very large tattoo or a collection of smaller tattoos that covers or almost covers a person's arm or leg. Sleeve tattoos are not authorized below the elbow or below the knee.
- Soldiers may not cover tattoos or brands with bandages or make up in order to comply with the tattoo policy.

5-2. Army Combat Uniform (ACU)

Boots

New boots should fit properly when you receive them.

- They should have a chance to air out between uses, so you should wear one pair one day and another pair the next.
- Scrape dirt or mud from boots and wash with just a little water and soap.
- Wipe insides dry with a clean cloth and remove all soapsuds from the outside.
- Stuff paper in the toes and let boots dry in a warm, dry place.
- Do not put boots in the hot sun or next to a strong source of heat.
- Let boots dry.
- Heels of boots should be replaced after wear of 7/16 of an inch or more.

Insignia placement

Each Soldier is responsible for having the correct insignia properly placed on their uniform, as follows:

Shoulder sleeve insignia.

Soldiers in both BCT and AIT who are in one of the following categories may wear organizational shoulder

sleeve insignia. Wear this insignia centered on the left sleeve. Subdued shoulder sleeve insignia will be worn on all field and work uniforms.

- Army National Guard (ARNG) and United States Army Reserve (USAR) trainees are authorized to wear the insignia of their parent ARNG or USAR organization from the start of training.
- Unit-of-choice trainees are authorized to wear, from the start of training, the insignia of the specific unit for which they enlisted.

"U.S. ARMY" insignia: ACU

- Worn immediately above and parallel to the top edge of the left chest pocket.
- This insignia consists of black, 3/4-inch high block letters on a 1-inch wide by 4-1/2 inch long (or to the edges of the pocket flap) strip. The background can be either olive green or the universal camouflage pattern.

Name tape: ACU

- Worn immediately above and parallel to the top edge of the right chest pocket of all field and work uniform coats and shirts.
- It consists of black letters on a 1-inch wide by 4-1/2 inch long (or to the edges of the pocket flap) strip of cloth.

- Names of 10 letters or less will be printed in 3/4-inch high Franklin Gothic Condensed.
- Names of 11 letters or more will be printed in 1/2-inch high Franklin Gothic Extra Condensed.
- The name and U.S. Army tapes will be the same length.

Grade insignia: Army Combat Uniform

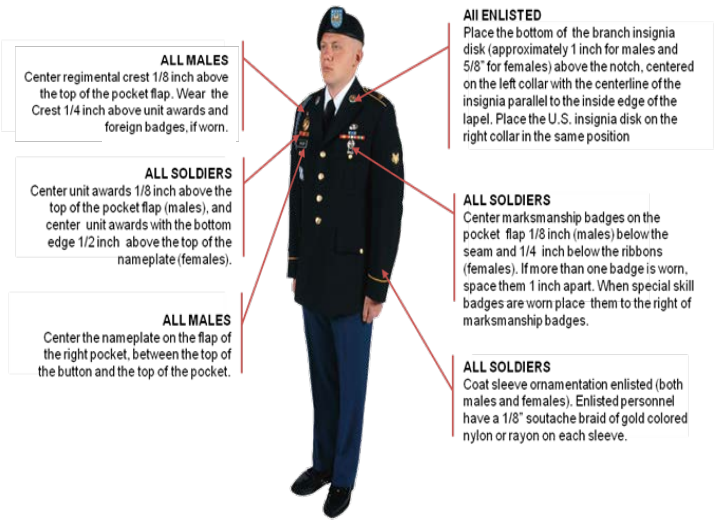
Soldiers wear subdued (cloth) last name and U.S. Army identification insignia attached to Velcro. Grade insignia is attached to Velcro area provided in center of the jacket flap. Soldier may sew on the U.S Army tape, name tape, rank and all authorized badges, as an option.



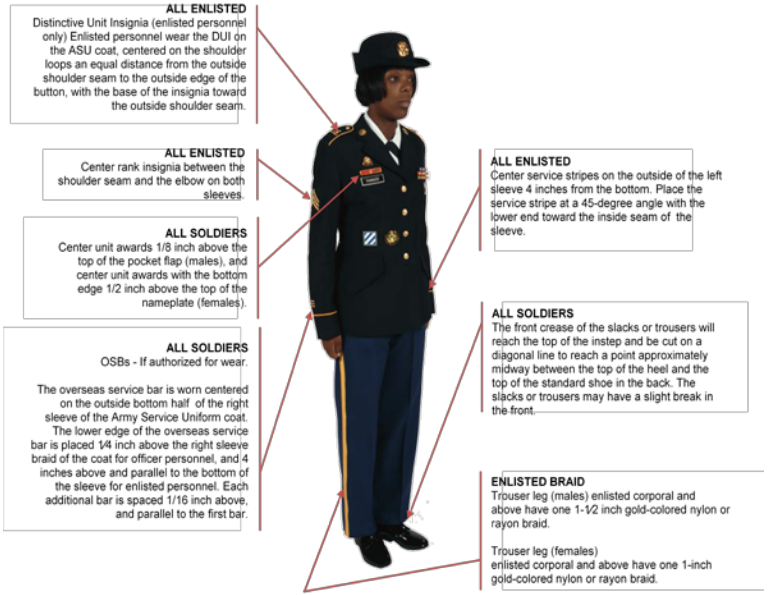
Belts and Buckles

The Desert Sand Riggers belt will be worn with the ACU.

5-3 . Army Service Uniform (ASU)



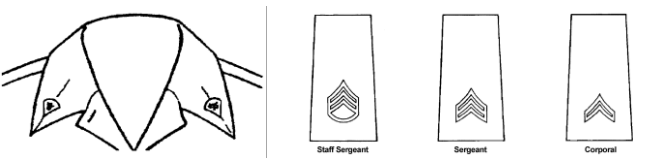
Enlisted ASU (Male)

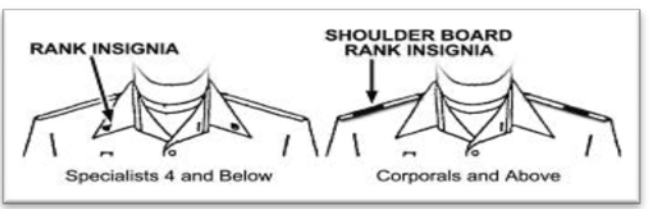


Enlisted ASU (Female)

Grade Insignia: ASU

- The Army white shirt may be worn with or without the ASU coat, which is known as the Class B uniform.
- E-4s (Specialists) and below must always wear their grade insignia on the collars of the white shirt.
- Corporals and above must wear shoulder board grade insignia on the white shirt.





Grade Insignia, Enlisted Shirt

Male - U.S. and branch insignia

During initial entry training, males will wear the "U.S." insignia disk on both collars.

The bottom of the insignia disk will be 1-inch above the notch where the collar meets the lapel, centered between the seam and the outside edge of the collar. The "U.S." or branch insignia will be canted parallel to the inside edge of the lapel on the ASU coat.

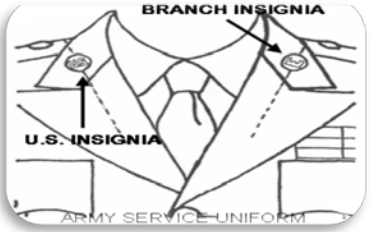
After completing AIT or OSUT, male Soldiers will wear military occupational specialty branch insignia on their left collar.

On the male ASU jacket, the nametag will be worn on the right pocket flap, centered between the top of the pocket and the top of the button, centered on the flap and parallel to the ground.

The regimental crest will be worn 1/8-inch above the top of the right pocket and centered.

The Ribbons will be worn 1/8-inch above the top of the left pocket, centered on the pocket, and parallel to the floor.

The Qualification badges will be worn 1/8-inch down from the top of the pocket and centered on the flap with 1-inch between badges if two are worn, and evenly spaced if three are worn.



U.S and Branch Insignia, Enlisted Male

Female - U.S. and branch insignia

During initial-entry training, females will wear the "U.S." insignia on both collars.

The bottom of the insignia disk will be worn 5/8-inch above the notch where the collar meets the lapel, centered between the seam and the outside edge of the collar. The "U.S." or branch insignia will be positioned parallel to the inside edge of the lapel on the ASU coat.

After completing AIT or OSUT, female Soldiers will wear military occupational specialty branch insignia on their left collar.

On the female ASU coat, the bottom edge of the nameplate will be 1 to 2 inches above the top of the top button, centered on the right side of the uniform and parallel to the ground.

The regimental crest will be worn ½-inch above the name plate or ¼ inch above any unit awards or foreign badges that are worn.

The bottom edge of the ribbons will be parallel to the bottom edge of the name plate, and centered on the jacket.

The Qualification badges will be 1-inch below and centered on the ribbons, with 1-inch between badges.



U.S and Branch Insignia, Enlisted Female

Belts and Buckles

The belt issued to Soldier's to wear with the ASU is black webbed with a nickel under-plate for males and black cotton web for females.

Patrol Cap

The patrol cap is standard headgear worn with the combat uniform in the garrison environment. The patrol cap has a visor, circular top crown, side crown with an outside crown band, and a hook-and-loop pad on the back of the patrol cap

Soldiers will wear the patrol cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground. The patrol cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. No rolling of, blocking, or alterations to the cap are authorized. Rank insignia will be wore center front of the cap between the top seam and the bottom seam



Beret

The beret is worn so that the headband (edge binding) is straight across the forehead, 1 inch above the eyebrows.

The flash is positioned over the left eye, and the excess material is draped over to the right ear, so it is extended to at least the top of the ear, and no lower than the middle of the ear.



Wear of Beret (Male and Female)

Personnel will cut off the ends of the adjusting ribbon and secure the ribbon knot inside the edge binding at the back of the beret.

When worn properly, the beret is formed to the shape of the head; therefore, Soldiers may not wear hairstyles that cause distortion of the beret.

Note: IET Soldiers will not wear unit insignia on the beret until they arrive at their first unit of assignment.

5-4. Awards and Decorations

Personal Decorations and Awards

Personal decorations and awards are bestowed upon an individual for his or her act of heroism, specific act of gallantry, or for meritorious service during military or non-military feats.

Collective (Unit) Citations

Collective citations are made to an operating unit for outstanding performance inside or outside of the U.S. It is worn by only those persons who were members of that unit during the action or period specified by the award.

Medals

Commemorative, campaign, and service medals are issued to Soldiers who take part in particular campaigns or periods of service for which a medal is authorized.

Ribbons representing the medals issued are normally worn on the ASUs. Some units, such as the 3rd Infantry (Old Guard) where the full-size medals on their uniforms.

Ribbons

The *Army Service Ribbon* is awarded to Soldiers who successfully complete BCT or OSUT. More information can be found in AR 600-8-22.



Marksmanship Badges

Marksmanship badges are awarded to individuals who qualify, because they have demonstrated some special proficiency or skill. Marksmanship badges are worn to indicate the individual's prowess with specific weapons, pistols, and/or rifles and during specified competitions, matches, or practice exercises. You will earn one of the marksmanship badges during BCT.



Expert Sharpshooter Marksman Clasp (typical)

Chapter 6 – Critical Information Required for BCT / OSUT / AIT

6-1. Rank Insignia

Military customs and courtesies dictate that you render the appropriate greeting and salute to officers when you encounter them in the performance of your duties.

The chart can assist you in understanding the Army rank structure. The individual's title reflects the rank of the person. You should never address a person by their pay grade.

Title	Pay Grade	Rank	Remarks
Private (PVT)	**E-1**	**No Chevron**	
Private (PV2)	**E-2**		
Private First Class (PFC)	**E-3**		
Specialist (SPC)	**E-4**		

NCOs are "the backbone" of the Army. They are responsible for executing a military organization's mission and serve as the principal instructor for training military personnel so they are prepared to execute those missions.

Senior NCOs are considered the primary link between enlisted personnel and the commissioned officers. If they are the senior NCO in a staff section they may be referred to as an NCO-in-charge (NCOIC). Their advice and guidance is particularly important for junior officers, who begin their careers in a position of authority but generally lack practical experience.

Corporal (CPL)	**E-4**		**A SPC recognized with NCO authorities**
Sergeant (SGT)	**E-5**		**Team leader**
Staff Sergeant (SSG)	**E-6**		**Squad leader or section chief**

Sergeant First Class (SFC)	**E-7**		**Senior NCO in a platoon**
Master Sergeant (MSG)	**E-8**		**NCOIC at battalion and brigade**
First Sergeant (1SG)	**E-8**		**Senior NCO in a company; advisor to the commander**
Sergeant Major (SGM)	**E-9**		**Principal advisor on a battalion and higher HQs staff**
Command Sergeant Major (CSM)	**E-9**		**Senior enlisted advisor at battalion and higher HQs**
Sergeant Major of the Army (SMA)	**E-9**		**Senior NCO in the Army; advisor to the Chief of Staff of the Army**

Warrant Officers are highly specialized technicians and trainers in their career fields. By gaining progressive levels of expertise and leadership, these leaders provide valuable guidance to commanders and subordinate Soldiers in their units.

Warrant Officer 1 (WO1)	**W-1**		**Company and battalion staffs**
Chief Warrant Officer 2 (CW2)	**W-2**		**Company and battalion staffs**
Chief Warrant Officer 3 (CW3)	**W-3**		**Company and higher staffs**
Chief Warrant Officer 4 (CW4)	**W-4**		**Battalion and higher staffs**
Chief Warrant Officer 5 (CW5)	**W-5**		**Brigade and higher staffs**

Commissioned Officers are responsible for planning and leading demanding missions while ensuring the welfare, morale and professional development of the Soldiers entrusted to them.

At the Captain, Lieutenant Colonel and Colonel level they may serve as commanders for companies, battalions and brigades. In that capacity, they have disciplinary authorities over you under the Uniformed Code of Military Justice.

2nd Lieutenant (2LT)	**O-1**		**Platoon Leader**
1st Lieutenant (1LT)	**O-2**		**Company Executive Officer**
Captain (CPT)	**O-3**		**Company Commander; Battalion Staff Officer**
Major (MAJ)	**O-4**		**Battalion Executive Officer; Brigade Staff Officer**

Lieutenant Colonel (LTC)	**O-5**		**Battalion Commander; Division Staff Officer**
Colonel (COL)	**O-6**		**Brigade Commander; Division Staff Officer**

General Officers are commissioned officers who serve as commanders at division-size units and larger, as commanders of installations, and as principal advisors to senior national and state civilian leaders and higher-ranking general officers.

Brigadier General (BG)	**O-7**		
Major General (MG)	**O-8**		
Lieutenant General (LTG)	**O-9**		
General (GEN)	**O-10**		

6-2. Customs and Courtesies

Saluting

The origin of the hand salute is uncertain. Some historians believe it began in late Roman times when assassinations were common. A citizen who wanted to see a public official had to approach with his right hand raised to show that he did not hold a weapon. Knights in armor raised visors with the right hand when meeting a comrade. This practice gradually became a way of showing respect and in early American history sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then has become the hand salute used today.

While in the Army, you salute to show respect toward an officer, flag, or our country. The proper way to salute with or without a weapon is described in Field Manual (FM) 3-21.5, paragraph 4-4. Follow these rules:

When you meet someone outside, salute as soon as you recognize that he or she is an officer, or if you are walking toward the officer, wait until you are about six steps away.

Salute all officers (recognized by grade) in official vehicles identified by special plates or flags.

Salute only on command when in a formation.

If in a group and an officer approaches, the first Soldier to recognize the officer calls the group to attention and all personnel salute.

If you approach an officer while you are double-timing alone, assume quick time march and render the hand salute. When the salute is returned, execute order arms and resume double-timing.

The salute is always initiated by the subordinate and terminated only after acknowledgment by the individual saluted.

Accompany the salute with an appropriate greeting, such as, **"Good morning/afternoon, sir/ma'am."**

Salutes are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles.

It is not customary for enlisted personnel to exchange salutes, except in some ceremonial situations.

Never render a salute with a noticeable object in your mouth or right hand.

If you are on detail and an officer approaches, salute if you are in charge of the detail. Otherwise, continue to work. When spoken to, come to the position of attention while addressing an officer.

Hand Salute

The Hand Salute is a one-count movement. The command is **Present, ARMS.** The Hand Salute may be executed while marching. When marching, only the Soldier in charge of the formation salutes and acknowledges salutes.

When wearing headgear with a visor (with or without glasses), on the command of execution **ARMS,** raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.



When wearing headgear without a visor (or uncovered) and not wearing glasses, execute the Hand Salute in the same manner as previously described, except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow.

When wearing headgear without a visor (or uncovered) and wearing glasses, execute the Hand Salute in the same manner as previously described, except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brow.

Order Arms

Order Arms from the Hand Salute is a one-count movement. The command is **Order**, **ARMS.** On the command of execution **ARMS,** return the hand sharply to the side, resuming the Position of Attention.

When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously salute. In this situation, the actions are executed without command. The Salute is initiated by the subordinate at the appropriate time (six paces) and terminated upon acknowledgment.

Rendering customs and courtesies to NCOs and Warrant Officers

When addressing an NCO you will need to be in one of the positions of Rest at the halt; Parade rest; Stand at Ease; At Ease or Rest.

When walking with someone of higher rank, stand or walk to left side.

Always greet individuals with the greeting of the day.

Be respectful at all times.

Warrant Officers will be treated in the same respect as Officers.

Rendering Honor to the Flag

The flag of the U.S. is the symbol of our nation. The union, white stars on a field of blue, is the honor point of the flag. The union of the flag and the flag itself, when in company with other flags, are always given the honor position, which is on the right.

The flag of the U.S. is displayed outdoors at all Army installations.

The flag is displayed daily from reveille to retreat. If illuminated, it may be displayed at night during special events or on special occasions deemed appropriate by the commander.

When the flag is being raised in the morning or lowered in the evening, stand at attention on the first note of Reveille or "To the Colors." "Colors" refer to the flag of the U.S. and can include the unit flag. Give the required salute. If you are actively involved a duty that would be hampered by saluting, you do not need to salute. You normally face the flag when saluting, unless duty requires you to face in some other direction. At the conclusion of the ceremony, resume your regular duties.

The flag, when flown at half-staff, is hoisted to the peak/top of the flagpole and then lowered to the half-staff position. At the end of the day, the flag is hoisted to the peak before lowered. "Half-staff" means lowering the flag to one-half the distance between the top and bottom of the staff.

Whenever Reveille is played, and you are not in formation and not in a vehicle, come to attention at the first note, face the flag, and give the required salute. If no flag is near, face the music and salute. If you are in formation, salute only on the order "Present arms." If you are in civilian clothing, stand at attention and place your right hand over your heart.

Courtesies

The following rules will help you conduct yourself appropriately in the presence of officers and those senior in grade:

When talking to an officer or Warrant Officer, stand at attention unless given the order "At ease." When you are dismissed, or when the officer departs, come to attention and salute.

When an officer enters a room, the first Soldier to recognize the officer calls personnel in the room to attention but does not salute. When a Soldier reports indoors render a salute to the officer.

When accompanying a senior, walk on his left.

When an officer enters a dining facility, unless he directs otherwise or a more senior officer is already present, the diners will be given the order "At ease" by the first person who sees the officer. You will remain seated at ease and will continue eating unless the officer directs otherwise. If you are directly addressed, you should rise to attention when seated in a chair. If you are seated on a bench, stop eating and sit at attention until the conversation ends.

Note: The officer or NCO may give the directive "Carry on." This means the Soldier or Soldiers should continue with whatever they were doing previously. This same directive is used in many other situations outside of formation, such as in the barracks and break areas.

When outdoors and approached by an NCO, you should stand (when seated) and greet the NCO by saying, "Good morning, sergeant," "Good afternoon, sergeant," or "Good evening, sergeant (last name, if known)."

While going through BCT, you will address all drill sergeants as “Drill Sergeant”.

When you report to an officer and you are outdoors, approach the officer to whom you are reporting and stop about two steps from him, assume the position of attention. Give the proper salute and say, for example, "Sir/Ma'am, Private Smith reports." If you are indoors, use the same procedures as above, except remove your headgear before reporting.

6-3. Bugle Calls

Bugle calls are the musical signals that announce scheduled and certain non-scheduled events on an Army installation. Scheduled calls are prescribed by the installation commander. According to Army customs, bugle calls traditionally signal troops for everything from meal times and recall formations, to rendering honors to the nation. Bugle calls normally sound in accordance with the major calls of the day—Reveille, Retreat, and Taps.

Reveille

The call signals the troops to awaken for morning roll call. Most often heard at physical training, it is used to accompany the raising of the National Colors. If outdoors at the first sound of Reveille, you should come to the position of attention and salute, facing the flag or the sound of the music. If not in uniform, come to attention and place your right hand over your heart.

Retreat

The call signals the end of the duty day and lowering of the National Colors. If alone, you should come to attention in the direction of the music or flag. Then, salute when you hear the first note of music after the cannon sounds. If not in uniform, come to attention and place your right hand over your heart.

Taps

The call signals that unauthorized lights are to be extinguished. It is the last call of the day. The call is also sounded at the completion of a military funeral ceremony. You should come to attention and salute until the music completes. If not in uniform, come to attention and place your right hand over your heart.

6-4. Drill and Ceremonies

Many drill procedures used by the U.S. Army today were developed during the Revolutionary War. The purpose of the drill then was to instill discipline in American Soldiers. As these Soldiers mastered the art of the drill, they began to work as a team and develop a sense of pride in themselves and in their unit.

In today's Army, the same objectives–teamwork, confidence, pride, alertness, attention to detail, esprit de corps, and discipline are accomplished by drill.

A drill consists of a series of movements by which a unit or individuals are moved in an orderly, uniform manner from one formation or place to another. Units vary in size, but in BCT, you will ordinarily be part of a squad, platoon, company or battalion.

You will need to know the following drill terms:

Element is an individual, squad, section, platoon, company, or larger unit formed as part of the next higher

unit.

Formation is an arrangement of the unit's elements in a prescribed manner such as a line formation in which the elements are side-by-side, or a column formation in which the elements are one behind the other. In a platoon column, the members of each squad are one behind the other with the squads abreast.

Front is a space from one side to the other side of a formation, and includes the right and left elements.

Depth is a space from the front to the rear of a formation, including the front and rear elements.

Distance is the space between elements that are one behind the other. The distance between individuals is an arm's length, plus 6 inches, or approximately 36 inches measured from the chest of one Soldier to the back of the Soldier immediately to his front.

Interval is the space between side-by-side elements.

Rank is a line that is only one element in depth.

File is a column that has a front of one element.

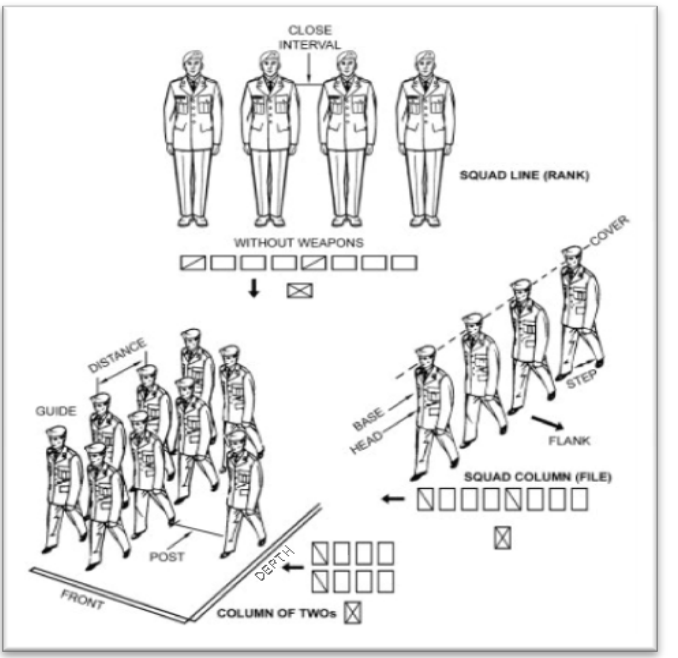
Guide is the person responsible for maintaining the prescribed direction and rate of march.

Post is the correct place for an officer or NCO to stand in a prescribed formation.

Head is a column's leading element.

Base is the element around which a movement is planned or regulated.

Cadence is a uniform rhythm or number of steps or counts per minute.



Quick Time is a cadence of 120 counts (steps per minute).

Double Time is a cadence of 180 counts (steps per minute).

Drill commands are oral orders given by your commander or leader, usually in two parts. The preparatory command states the movement to be carried out and gets you ready to execute the order. The command of execution tells when the movement is to be carried out. In the command “Forward, march,” the *preparatory* command is “Forward,” the command of *execution* is “March.”

In some commands, the preparatory command and the command of execution are combined. For example, “Fall in,” “at ease,” and “Rest.” These commands are given without inflection and at a uniformly high pitch and loudness comparable to that of a normal command of execution.

If you are in a group of three or more, marching is required when moving from one location to another.

Chapter 7 – Physical Readiness

As a Soldier, you are required to maintain a high level of personal readiness and resilience. Optimal personal readiness in building and maintaining the Soldier Athlete requires you to get sufficient sleep, maintain physical fitness and strength, and fuel your body with the right diet. These three key attributes (sleep, activity, and nutrition) are often described as the Performance Triad.

The Performance Triad along with regular hygiene and resilience skills ensure you are optimally prepared to perform at the elite level regardless of your MOS/Duty.

You can get more information on the Performance Triad at http://armymedicine.mil/Pages/performance-triad.aspx. A smartphone application for both iphone and android platforms is available.

7-1. Improved Physical Fitness Uniform (IPFU)

The components of the IPFU are:

1. Jacket, running, gray and black.
2. Pants, running, black.
3. Trunks, running, black, moisture-wicking.
4. T-shirt, gray, short sleeve, moisture-wicking.
5. T-shirt, gray, long sleeve, moisture-wicking.
6. Cap, knit, black or Cap, Synthetic, Microfleece, Green

The only insignia authorized for wear on the IPFU is the Physical Fitness Badge. When the physical fitness badge is worn, it is sewn on the upper left front side of the IPFU T-shirt. On the IPFU running jacket, the insignia is sewn centered 1⁄2 inch above the word "Army."

Soldiers are authorized to wear commercially purchased gray or black spandex shorts under the IPFU trunks. The length of the shorts must end above the knee or higher. The commercial shorts must be plain, with no logos, patterns, or obtrusive markings. Soldiers are not required to buy the spandex shorts. This is an optional purchase.

Only pregnant Soldiers are authorized to wear the IPFU shirt outside of the trunks.

Commanders may authorize the wear of commercial running shoes, calf-length or ankle-length plain white socks with no logos, gloves, reflective belts or vests, long underwear, and other items appropriate to the weather conditions and type of activity. If Soldiers wear long underwear or other similar items, they must conceal them from view when wearing the running jacket and pants of the IPFU.



7-2. Army physical fitness test (APFT)

References:

- FM 7-22, Army Physical Readiness Training
- DA Form 705, Army Physical Fitness Test Scorecard

The intent of the APFT is to provide an assessment of your physical readiness.

Physical Fitness testing is designed to ensure that every Soldier is maintaining a high level of physical performance, regardless of MOS or duty assignment.

7-3. APFT Standards…

Push-Ups

PU	Age 17-21		Age 22-26		Age 27-31	
Points	M	F	M	F	M	F
100	71	42	75	46	77	50
80	57	31	58	32	58	34
60	42	19	40	17	39	17
50	35	13	31	11	30	10

Sit-Ups

SU	Age 17-21		Age 22-26		Age 27-31	
Points	M	F	M	F	M	F
100	76	76	80	80	82	82
80	66	66	65	65	64	64
60	53	53	50	50	45	45
50	47	47	43	43	36	36

2-Mile Run

2-Mile	Age 17-21		Age 22-26		Age 27-31	
Points	M	F	M	F	M	F
100	13:00	15:36	13:00	15:36	13:18	15:48
80	14:24	17:12	14:48	17:36	15:06	18:12
60	15:54	18:54	16:36	19:36	17:00	20:30
50	16:36	19:42	17:30	20:36	17:54	21:42

APFT Scorecard – Your Progress…

	#1		#2		#3	
Points	Event	Score	Event	Score	Event	Score
PU						
SU						
Run						
Total						

The APFT provides a measure of upper and lower body muscular endurance. It is a performance test that indicates a Soldier's ability to perform physically and handle his or her own body weight. APFT standards are adjusted for age and physiological differences between male and female.

The APFT consists of three events:

1. Push-ups
2. Sit-ups
3. 2-mile run

The events are performed in that order and on the same day. Soldiers are allowed a minimum of 10 minutes and a maximum of 20 minutes rest between events. All three events must be completed within two hours.

Soldiers in BCT must attain 50 points in each event and an overall score of 150 points to meet APFT minimum standards. You should push yourself to achieve your maximum performance in each event.

Soldiers in AIT and OSUT must attain a score of at least 60 points on each event and an overall score of at least 180 points to graduate.

The maximum score a Soldier can attain on the APFT is 300 points. This should be your goal.

Chapter 8 – Health and Safety

8-1. Nutrition

Fuel the Body for Optimal Performance

As a Soldier, you are expected to achieve and maintain a high level of fitness – physical and mental. This fitness is not only achieved by your training, but also by how you fuel your body. Fueling with the wrong foods will lead to mental and physical fatigue and could play a large part in injuries and illnesses. The right kinds of food can be found in Army dining facilities and in the civilian world—optimal fueling requires a little knowledge, a little restraint, and a dedication to the Army Ethos that you have chosen.

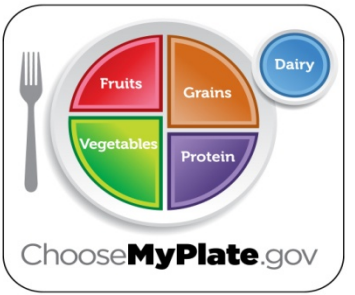
Remember: You can't "out-exercise" a poor diet.

Fueling with the right amount of carbohydrates, protein, and healthy fats promotes energy, endurance, stamina, and muscle growth. Benefits of proper fueling include:

- **Maintaining a healthy weight**
- **Decreasing post-exercise muscle soreness**
- **Stronger and healthier muscles**

What should you load onto your tray?

Your plate should be proportioned like the plate below...Every meal, everyday.



Five Food groups- Mealtime Visual.

General guidelines are to have:

½ of your plate full of a variety of fruits and vegetables

¼ of your plate composed of complex carbohydrates (starches)

¼ of your plate in the form of protein.

Portion sizes will vary based on your energy needs and performance goals.

Think in terms of the following:

Energy: Fuel your body with complex carbohydrates and healthy fats.

Carbohydrates are the primary fuel source for your muscles (especially after high-intensity activities) and the only fuel source for your brain (helps you focus/pay attention). Whole-grain sources have more fiber and vitamins essential for energy metabolism.

Sources: whole-grain breads, cereal and pastas, rice, oatmeal, legumes (beans), and fruit.

Healthy Fats — Unsaturated fats, especially omega fatty acids, can be healthy when eaten in small amounts.

Sources: olives, salmon, walnuts, almonds, flax, and avocados.

Avoid simple sugars (sucrose, high-fructose corn syrup) that may cause a rise in energy, followed by a crash.

Muscles:

Lean proteins provide the amino acids your muscles need to grow, repair, and recover.

Sources: poultry (chicken and turkey), fish, lean beef, and pork; low-fat milk and yogurt; legumes (beans), eggs, and tofu. Nuts and seeds are also a good protein (and healthy fat) source.

Bones:

Strengthen your bones and teeth with foods rich in calcium and vitamin D.

Sources: skim milk; low-fat chocolate milk; yogurt; dark green leafy vegetables; dried beans (examples include black beans or pinto beans) or calcium-fortified juices.

Performance, Repair, and Growth:

Fuel your body with a variety of fruits and vegetables. They are loaded with carbohydrates, natural antioxidants, vitamins, and minerals that enhance recovery and support your immune system.

Eat at least 8 servings of fruits and vegetables a day, with at least 5 of them being brightly colored (red, yellow, green, and orange) to ensure a wide spectrum of nutrients.

One serving is about one cup raw or ½ cup cooked.

Basic guidelines include:

- Fuel with a variety of foods.
- Practice moderation in fueling with fried foods, pastries, or high calorie “comfort” foods.
- Do NOT skip meals
- The brain and muscles run on carbohydrates—don’t starve them!

- Ensure that you are consuming water throughout the day.
- To lose weight, decrease calories while increasing exercise and activity. Keep the proportion of nutrients the same and don't starve the body. Fuel to lose!
- To gain weight, slightly increase calorie consumption while starting a resistance training program. You want to gain muscle, not fat!

Be Smart About Energy Drinks

Energy drinks are not the same as sports drinks and should never be used for hydration — cool, plain water should always be a first choice for hydration. Energy drinks generally contain large quantities of caffeine and may contain other ingredients, most of which do absolutely nothing to enhance performance or health. Also, the large quantities of caffeine can actually aggravate dehydration, and may also lead to increased anxiety, upset stomach, shakiness, headaches, and sleep issues.

These potential side effects can actually reduce your ability to perform, NOT enhance it. Instead of reaching for energy drinks, it's best to feed your body energy throughout the day:

- Snack on carbohydrates and energy-rich foods such as dried fruits, nuts, trail mix, a commercial sports bar or low-fat chocolate milk.
- Drink cool, plain water frequently, even if you aren't thirsty.

Dietary Supplements

Many Soldiers use dietary supplements to enhance their performance or for weight loss. However, dietary supplements are not tested or approved by the FDA prior to market, are often unnecessary, and can be dangerous and expensive. The most commonly tainted dietary supplements are those intended for bodybuilding and weight loss.

Performance, Repair, and Growth

Fuel your body with a variety of fruits and vegetables to obtain the minerals and vitamins necessary for optimal performance.

Choose a variety of colors (red, yellow, orange, green) to ensure a wide spectrum of nutrients. Choose high-fiber foods to help the body extend energy levels.

Cooling

In dining facilities, choose nutrient dense fluids like skim milk, fruit juices, or vegetable juices. Vegetables and fruits also contain high levels of water. Ensure that you are consuming water throughout the day.

Basic guidelines include:

- Fuel with a variety of foods.
- Practice moderation in fueling with fried foods, pastries, or high calorie "comfort" foods.
- Do NOT skip meals.
- The brain and muscles run on carbohydrates—don't starve them!
- To lose weight, decrease calories while increasing exercise and activity. Keep the proportion of nutrients the same and don't starve the body. Fuel to lose!
- To gain weight, slightly increase calorie consumption while starting a resistance training program. You want to gain muscle, not fat!

Your dining facility may use the "Go for Green" system to label menu items. Use the "Go for Green" system to help you identify those food and beverage choices best suited to help you achieve your performance goals.



8-2. Sleep

Make Sleep A Priority - Sleep is a biological need for brain functioning and is critical for sustaining the mental abilities required for success in basic combat training and advanced individual training. Soldiers require a minimum of 7-8 hours of sleep every 24-hours.

In basic combat training, you will have the opportunity for at least 7 hours of continuous sleep per night (unless

you are scheduled for duty such as access control guard/fireguard or charge of quarters runner).

During field training, the length of the training day and time for sleep will vary based on training requirements; however, your commander will ensure that the schedule allows sufficient time for sleep during field training.

The MOST IMPORTANT THING YOU MUST REMEMBER: When you have the opportunity to sleep, do it. Insufficient sleep presents a risk to mission success. Sleep deprived Soldiers are likely to make mission critical and sometimes fatal errors.

The demanding nature of military operations often creates situations in which obtaining enough sleep on a regular basis is difficult or impossible. Such chronic, insufficient sleep (anything less than 7—8 hours per 24) produces a sleep debt – a chronic state of increased sleep need that is characterized by impaired performance and readiness.

The only way to eliminate the debt is to obtain sleep (just closing your eyes and resting is not the same as sleeping/napping). As a Soldier you must make sleep a priority!

When you have the opportunity to rest or sleep, do it.

8-3. Hygiene

In addition to Army training, personal hygiene plays a crucial role in your overall physical readiness as a strong, productive Soldier. There are numerous health concerns that can arise if you do not conduct proper personal hygiene at home and in field environments.

Hazard of Communicable Diseases

Communicable diseases are caused by specific infectious organisms like viruses or bacteria transmitted from one person to another. The person who is infected may feel sick and look sick, or might carry the illness without feeling or looking sick. These diseases can rapidly degrade the medical readiness of military units and their ability to carry out their mission. They can also cause significant suffering and overwhelm the military health care system.

You received vaccinations to protect you against the increased risk of these infections when you entered the Army, and you will receive additional vaccinations prior to traveling to foreign areas. There are many communicable illnesses that do not have vaccines such as, the common cold and hepatitis C and D.

Resistance to Illness

Vaccines do part of the job; the rest is up to you. You are immune to most illnesses most of the time because of your own immune system. It continues with things you do to protect yourself, like keeping yourself and your environment clean; wearing a clean uniform appropriate for the season; and avoiding contact with persons who are ill. Also, you should always cough into your arm and clean your hands frequently to avoid spreading/receiving germs.

Immediate Hazards to Your Health

Do not take chances with your health. If in doubt, get medical help. Injuries that pose a threat to your health or life are:

- Any eye injury
- Any human or animal bite that breaks the skin
- Allergic reaction to an insect bite, chemicals, or medications
- Bleeding that cannot be stopped
- Burns, including severe sunburn
- Feeling very hot and/or confused after being out in the heat
- Exposure to cold temperatures and you think you may have a cold injury

Other symptoms of illnesses that can threaten your health or life include:

- Tightness, pressure, or pain in your chest that spreads to your neck, jaw, arm, or back
- Shortness of breath, or wheezing while resting
- Difficulty breathing, or the feeling of choking
- Coughing up blood
- Difficulty speaking, swallowing, or opening your mouth
- Stiff neck with fever
- Sudden loss of vision
- Very bad pain anywhere on your body
- Weakness and dizziness
- Blood in your urine or brown urine
- Vomiting up blood or what looks like coffee grounds
- Blood in your stool or black, tar-like stools
- You feel like you might hurt yourself or others
- Hip or knee injuries
- Painful teeth or swelling in your mouth or jaw

If you experience any injuries or symptoms of illness, report them to your drill sergeant immediately to get medical care.

Bathe / Shower Daily

Regular bathing with soap and water is important for both cleanliness and personal appearance.

Bathing prevents hygiene-related diseases such as scabies, ringworm, athlete's foot, skin infections, and pink eye.

You should especially wash your hands, face and ears, armpits, groin, and feet. In addition to washing your skin regularly you should wash your hair at least twice a week, shave daily and, avoid sharing combs or razors with others.

Wash Hands Regularly

Normally your immune system protects you against invasion by bacteria, viruses, and parasites; however, if your hands become contaminated with these organisms and you put them up to your nose or mouth, disease germs can invade your body and cause an infection.

Many aspects of basic training can make you more vulnerable to respiratory illnesses, including close contact with other Soldiers.

The physical and psychological stresses of military training can make you more vulnerable to illness. In addition, your immune system may not be ready to withstand the new organisms you are exposed to when first brought together as a group.

Almost 90 percent of Soldiers get symptoms of respiratory illness at some point during basic combat training. In most cases, these illnesses are mild and trainees are able to continue training, but sometimes they progress to worse infections like pneumonia or meningitis.

Washing your hands with soap and water is the most effective way to prevent the spread of bacteria and viruses which are major cause of food borne diseases and other illnesses. Although the use of hand sanitizers is effective for killing most of these harmful organisms on the hands, they are ineffective on hands that are heavily soiled with dirt, grease, and other debris. Therefore the use of hand sanitizers should not be used in place of hand washing, rather as a supplement to or a temporary alternative when hand washing is not available.

Wash or sanitize your hands every time:

- After using the latrine
- Before eating or handling food
- After sneezing or blowing your nose

It is important to practice good hygiene habits when you are in basic training, because it will become more difficult to wash your hands and bathe regularly when you are in the field or deployed.

Dental Health and Readiness

Brush and Floss Your Teeth.

Keeping your mouth healthy maintains your dental readiness, and ensures that you won't suffer from pain, infection, or inability to eat high-performance foods. Poor oral health takes more Soldiers out of the fight than the enemy does.

Wisdom teeth and gum disease cause problems, but most dental emergencies are caused by tooth decay or its complications.

Tooth decay is usually caused by bacteria (germs) that feed on starchy or sugary snacks and beverages, and by acids that wear away the surfaces of teeth. Soda, juice, sweet tea, sports drinks and energy drinks all contain sugar and acids that can damage teeth.

Saliva is critical for protecting your teeth from decay by neutralizing acids, hardening teeth, and fighting germs.

Stressful training or operations can decrease saliva flow, leaving you vulnerable to decay.

Prevent dental problems in two ways: watch what you put in your mouth, and clean your mouth every day.

Watch what you put in your mouth.

Follow the guidelines in the Nutrition section above, and you will contribute toward a healthy mouth.

Your teeth and gums need the same water intake, calcium, vitamins and minerals, and protein that the rest of your body does, as well as protection from sugars, acid content, and simple starches.

In addition to a healthy diet:

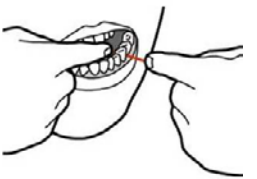
- If you drink sugary drinks, make sure they are cold and minimize contact with your teeth. You can use a straw that reaches to the back of your tongue, or just chug the drink down all at once.
- Rinse your mouth with plain water after drinking sugary drinks
- If you drink juice, choose juice that has calcium added, to minimize acid damage.
- Use xylitol-sweetened gum or mints for 5-10 minutes after meals and snacks to fight cavities.
- Avoid tobacco. Tobacco can cause gum disease and oral cancer.
- Use lip balm with sunscreen during sun exposure to prevent lip cancer.

Clean your mouth every day:

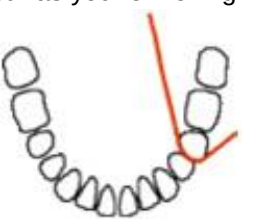
- Brush 2 - 3 times a day, every day, with fluoride toothpaste to remove food particles and harmful bacteria from your teeth. Fluoride helps repair early stage tooth decay.

- Brush before going to sleep to provide greater protection for your teeth.
- Use a soft or ultrasoft toothbrush that is small enough to fit around your back teeth.
- Brush your teeth for about 2-3 minutes using a gentle, circular motion. Pay extra attention to the gum-line, back teeth, and areas around fillings, crowns or bridges.
- Brush your tongue and the roof of your mouth to remove germs that cause tooth decay and bad breath.
- If you have an appliance such as an orthodontic retainer or partial denture, remove it before brushing your teeth. Brush all surfaces of the appliance also.
- Do not rinse your mouth after brushing. Just spit several times to remove excess toothpaste.
- Don't eat or drink anything for at least 30 minutes after you brush so the fluoride will stay on your teeth longer and protect them better
- If you can't brush:
- Swish with water after eating or drinking.
- Wipe your teeth with a clean cloth wrapped around your finger.
- Rub toothpaste on the surfaces of your teeth with your finger.

- Floss once a day. Flossing removes bacteria and food in between teeth, where a toothbrush can't reach
- Use 18 inches of floss. Wrap the end of the floss around your middle finger and use your index finger to guide the floss.
- Insert the floss between your teeth. Pull gently side to side to get it through the tight spots, but be careful not to saw your gums! Use a different area of the floss for each space.



- Gently move the floss up and down against the tooth in back, then the tooth in front.
- Wrap the floss around the teeth as you're moving it up and down.
- Your gums may bleed at first when you start flossing every day. If bleeding continues to happen after a week or two of flossing, see your dentist.



Remember - YOU control whether you get cavities or not!

Whenever a dentist tells you there is a problem at your annual exam, get it treated as soon as possible.

Note: Females should be extra vigilant about brushing with fluoride toothpaste 2 or 3 times a day, to prevent cavities and bleeding gums.

This is because females tend to make less saliva than males, which can leave them more vulnerable to decay.

Fluctuations in female hormones can also negatively affect oral health. Hormones and oral contraceptives can increase bacteria levels in the mouth and cause changes in the blood vessels in the gums, leading to gingivitis.

Females who have gingivitis can experience an increase in symptoms during monthly hormonal fluctuations, resulting in tenderness, swelling, and bleeding when brushing.

Females who use oral contraceptives are also twice as likely to develop a dry socket after dental extraction.

Smoking increases this risk.

Hormone fluctuations and stressful environments have been associated with development of painful mouth ulcers or canker sores.

Nutritional deficiencies (vitamins B1, B2, B6, B12, folate, C and iron, magnesium or zinc) may also increase your

risk of developing mouth ulcers, so eating fruits and vegetables can help.

Over-the-counter remedies are effective for the discomfort caused by small ulcers. Larger or more painful ulcers may interfere with a normal diet.

A dentist can prescribe medicine to reduce pain and accelerate healing of larger ulcers.

Care for Your Feet and Nails

Athlete's foot is caused by a fungus that lives in damp, warm, and dark areas like shower rooms, rubber boots, and old running shoes.

Athlete's foot usually looks like little blisters between the toes. These can pop, causing itching and little sharp pains. Also, the skin might crack or look scaly.

You can get athlete's foot from walking barefooted on unclean facilities and not washing your feet.

The symptoms include itching, flaking, and cracking between toes or on bottom of feet.

To prevent Athlete's foot, do the following:

- Wear shower shoes while taking showers and when walking on the floor.
- Use a towel to dry thoroughly between your toes.
- Wear clean dry socks; never wear another Soldier's socks.

- Clean the showers and latrine floors daily.
- Sprinkle foot powder in your socks to help absorb the moisture.
- Remove the inserts from your boots at night to prevent fungus from growing.

If you get athlete's foot, you need an anti-fungal solution or cream to treat it.

Wear one pair of boots one day and change to your other pair the next day.

In addition to preventing Athlete's foot, you must also make sure you prevent ingrown toenails. Ingrown toenails are caused by a combination of tight shoes and trimming the toenails down to the edge of the nail.

Symptoms include tenderness, swelling, sharp pain, redness, and discharge.

You can prevent ingrown toenails by trimming nails straight across every two weeks.

Seek medical attention for treatment, for surgery may be necessary to remove the nail from the skin. Cut toenails short and square



Trim Your Toenails

Prevent Blisters

Blisters are caused by friction from tight fitting shoes, breaking in new boots, and road marches.

Symptoms are redness and tenderness of the skin.

All blisters cannot be prevented, but they can be minimized.

Wearing proper fitting boots and tight fitting, clean, dry socks free of excessive wear can prevent most blisters.

Second skin (mole skin) on “hot spots,” knee-high nylons, and good personal hygiene will help reduce chances of getting a blister as well.

Also, wear work gloves if working with equipment that you will be doing repetitive movements, such as raking or shoveling.

Take the following measures to treat a blister:

- Wash with a mild soap and water and keep your skin clean and dry. Apply a topical anti-biotic ointment to prevent infection.
- Cover with bandage or second skin to prevent from opening.
- DO NOT purposely open a blister.
- If blister opens, treat as you would any open cut.
- Always leave the top skin of a drained blister.
- Pulling off the top layer of skin can damage the new skin underneath and cause infection.

Protect Your Hearing

Survival on the battlefield could depend on your ability to hear. Hearing loss caused by noise is painless, progressive, permanent, but also preventable.

To protect your hearing, insert your earplugs correctly whenever instructed to wear them.

Do not lose your earplugs. If you do lose your earplugs, notify your drill sergeant immediately.

Wear your earplugs to protect your hearing, for you will be glad you did.

Protect against the Effects of Heat and Cold

Protect Against the Effects of Heat, Cold, and Insects.

While you are in BCT and AIT you may be exposed to extremes of heat and cold and biting insects. To protect you from the effects of heat, cold, and insects your cadre will ensure that you have the following things:

- Safeguards against over-stress from heat, or over-exposure to cold, especially in your first couple weeks.
- Water and other beverages, and nutritious meals. You will probably be drinking more water and beverages than you are used to drinking.
- Protective clothing and sunscreen, and insect repellent. Your uniform is factory-treated with a conventional insect repellent for clothing.
- Instructions on what items of your uniform to wear, and how much water you should drink, on a given day.
- Reminders about symptoms and signs of hot and cold weather illnesses, to watch for in both yourself and your buddy.
- Questions about whether you have been ill, or are taking medication, that may increase your risk of heat and cold weather illness.

Note: In case of a severe hot weather illness, your cadre may remove the outer clothing and apply ice water-soaked sheets to the affected Soldier.

Here are a few things to remember all the time:

- Eat all your meals and drink all the water and beverages provided to you. Food and fluids are needed to “fuel” your body’s regulating systems for both heat and cold.
- Make sure your uniform is clean, worn as instructed, and all buttons and fasteners are serviceable. Apply sunscreen and insect repellent to your face, neck, and hands as instructed.
- Let your cadre know if you aren’t feeling well, taking medications, and/or have unusual insect bite marks that look infected. Also let your cadre know if you think your buddy is not feeling well.
- Watch the amount and color of your urine as an indicator of whether you are drinking enough water and fluids. This is just as important in cold weather as it is in hot weather.
- When you are in AIT, if you purchase energy drinks, sports drinks, or supplements, ensure that you continue eating all meals and drink all the water and beverages provided to you.

8-4. Comprehensive Soldier Fitness

Soldiers must cope with adversity, perform well in stressful situations, and learn to thrive in stressful environments.

The Comprehensive Soldier and Family Fitness program is designed to build resilience and enhance the performance of the Army Family – Soldiers, their Families, and Army Civilians – through hands-on training and online self-development tools.

Resilient individuals enhance Army performance and readiness. Resilience is the ability to grow and thrive in the face of challenges and bounce back from adversity.

The goal of Comprehensive Soldier and Family Fitness is to increase your resilience and enhance your performance by developing and strengthening five dimensions of strength.

1. **Social** strength refers to developing and maintaining trusted, valued relationships and friendships that are personally fulfilling and foster good communication including a comfortable exchange of ideas, views, and experiences.
2. **Emotional** strength means approaching life's challenges in a positive, optimistic way by demonstrating self-control, stamina, and good character with your choices and actions.

3. **Family** strength is about being a part of a family unit that is safe, supportive and loving, and provides the resources needed for all members to live in a healthy and secure environment.

4. **Spiritual** strength refers to one's purpose, core values, beliefs, identity, and life vision. These elements, which define the essence of a person, enable one to build inner strength, make meaning of experiences, behave ethically, persevere through challenges, and be resilient when faced with adversity. An individual's spirituality draws upon personal, philosophical, psychological, and/or religious teachings, and forms the basis of their character.

5. **Physical** strength is about performing and excelling in physical activities that require aerobic fitness, endurance, strength, healthy body composition, and flexibility derived through exercise, nutrition, and training. The physical dimension also encompasses the Office of the Surgeon General (OTSG) Performance Triad Initiative of sleep, activity, and nutrition to improve personal and unit performance, resilience, and readiness.

8-5. Chaplains

The chaplain is responsible for providing spiritual support to every Soldier in the unit. Although chaplains are part of a particular denomination, their mission is to ensure the spiritual needs of every Soldier are met. Each battalion in the Army has its own Chaplain (normally a CPT). The chaplains and their assistants form the Unit's Ministry Team.

Chaplains hold weekly services (while in garrison and in the field), are available for individual counseling, and are one of the few members of the military who retain the privilege of confidentiality. The chaplain also plays a key role in helping promote programs, such as suicide prevention.

In the BCT/OSUT/AIT environment, they are of particular value in helping Soldiers succeed under difficult and stressful conditions. They assist the commander in teaching, displaying, and instilling the Army Values, and in maintaining high morale within the unit.

8-6. Risk Management

Every Soldier, regardless of rank, is faced with making decisions. You will be challenged to make smart decisions about risk, decisions that will affect not only yourself, but also your team, family, and friends.

The Army uses a system called Risk Management to help make those decisions. FM 5-19, *Risk Management* is the Army's doctrinal manual for risk management.

The system doesn't just apply in combat but to everything you do on or off duty. The whole goal is to preserve the Army's ability to fight and win by keeping you safe. The Army's Risk Management is a logical approach to risk-associated decision making that will help you make smart risk decisions and reduce the possibility of becoming a loss.

As you progress throughout your career, you will learn more about the Risk Management process. For now, you need to focus on a few items to ensure your safety while you are in Initial Entry Training:

- Hot Weather Injury Awareness
- Cold Weather Injury Awareness
- Weapon Muzzle Awareness
- Environmental Hazards (insects, animals, poisonous plants, etc.)
- Follow all directions/orders at all times

Chapter 9 – Discipline

The Army is subject to military law and the laws of our government, and we strive to live as law-abiding Soldiers in whatever we do and wherever we go.

Military discipline is founded upon self-discipline, respect for authority, and the embracing of the professional Army ethic with its supporting core values.

Military discipline is developed through individual and group training to create a mental attitude that will result in proper conduct and prompt obedience to lawful military authority.

The Rules

There are three basic rules you should follow:

- Follow Army regulations and the UCMJ.
- Take responsibility for your actions.
- Set the example, do what is right even when no one is watching and always keep your hands to yourself.

While military discipline is the result of effective training, it affects every aspect of military life. It is a characteristic found in individuals and units that demonstrate:

- Unit cohesion, bonding, and a spirit of teamwork.
- Smartness of appearance and action.
- Cleanliness and maintenance of dress, equipment, and quarters.
- Respect to seniors and mutual respect between senior and subordinate personnel.
- Prompt and willing execution of both the letter, and the spirit of the legal orders of their lawful commanders.
- Fairness, justice, and equity for all Soldiers, regardless of age, race, ethnicity, religion, color, gender, or national origin.

9-1. Uniform Code of Military Justice (UCMJ)

The UCMJ applies to active duty Soldiers 24 hours a day and 7 days a week. Anywhere you are in the world, the UCMJ applies.

All persons in the military service are required to strictly obey and promptly execute the legal orders of their lawful seniors. The UCMJ is the statute that prescribes criminal law for Soldiers.

UCMJ authorizes non-judicial punishment (administrative actions) by commanders and judicial punishment by courts-martial (military courts).

It also provides for the punishment of strictly military offenses. Military offenses are those not common in civilian law. Examples include failure to repair, absence without leave, disrespect to NCOs and commissioned officers, and disobedience of orders.

The principle that an accused is innocent until proven guilty applies to both non-judicial punishment and courts-martial. You have the right to be informed of any charges against you, as well as the names of accusers and known witnesses.

UCMJ: Non-Judicial Punishment

Under the provisions of the UCMJ, Article 15, commanding officers may impose non-judicial punishment upon Soldiers who commit minor offenses within their units.

The purpose of non-judicial punishment is to train, correct, and reform. It also promotes positive behavior changes in Soldiers without the stigma of a courts-martial conviction.

While Article 15s are often considered "minor," common punishments include: revocation of pay, revocation of time (through extra duty) and revocation of rank.

UCMJ: Courts-Martial

There are three types of courts-martial: *summary, special,* and *general*.

Trials by courts-martial are the military equivalents of trials by judges and juries. The differences among the three are based on their composition, level of authority, and severity of punishments authorized.

A *summary courts-martial* is composed of a commissioned officer on active duty with the grade of captain or above. The purpose of the summary courts-martial is to make thorough and impartial inquiries into minor offenses and to make sure that justice is done, with the interests of both the government and the accused being safeguarded.

A *special courts-martial* consists of a military judge and not less than three panel members when required. It is held for relatively serious offenses.

A *general courts-martial* consists of a military judge and not less than five panel members when required. It is held for serious offenses.

A general courts-martial may impose any authorized punishment including the death penalty in certain cases.

9-2. Equal Opportunity Policy

The Equal Opportunity (EO) program ensures an Army-wide, concentrated effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability in support of readiness.

The EO philosophy is based on fairness, justice, and equity.

The Army's EO program emphasizes fair and equal treatment for military personnel, and civilian employees without regard to race, color, religion, gender, or national origin. This policy applies on and off post, extends to Soldiers, civilian employees, and family members, and includes working, living, and recreational environments.

Complaint Process

The EO complaints processing system addresses grievances that allege unlawful discrimination or unfair treatment on the basis of race, national origin, color, gender, religious affiliation, or sexual harassment.

Attempts should always be made to solve the problem at the lowest possible level within an organization.

If a complaint is submitted, it will be investigated. Those personnel found in violation of the EO Policy are subject to punishment under the UCMJ.

Within reason, Soldiers and other individuals are encouraged to attempt resolution of any complaints by confronting an alleged offender, or by informing other appropriate officials about the offensive behavior or unfair treatment.

Also, individuals are responsible to advise their chain of command on the specifics of any discrimination or sexual harassment so appropriate action can be taken.

Personnel must submit only legitimate complaints, and should exercise caution against frivolous or reckless allegations.

Types of EO Complaints

The Army has two types of EO complaints within its EO complaint process: informal, and formal.

An *informal complaint* is any complaint that a Soldier, Family member or DA civilian does not wish to file in writing. Informal complaints may be resolved by the complainant directly with the assistance of another unit member, the commander, or another person in the complainant's chain of command.

Typically, those issues that may be taken care of informally can be resolved through discussion, problem identification, and clarification of the issues. An informal complaint is not subject to time suspense, nor is it reportable.

A *formal complaint* is one that a Soldier, Family member, or DA civilian files in writing and swears to the accuracy of the information. DA Form 7279-R, Equal Opportunity Complaint Form can be obtained at the unit or higher headquarters level.

Formal complaints require specific actions, are subject to timelines, and require documentation of actions taken.

Alternative Measures

Although handling EO complaints through the chain of command is strongly encouraged, this is not the only channel. Should a Soldier feel uncomfortable in filing a complaint with the chain of command, or should the complaint be against a member of the chain of command, there are a number of alternative agencies through which a complaint can be made.

The following agencies are frequently used:

- Equal Opportunity Adviser (EOA)
- Chaplain
- Provost Marshal
- Staff Judge Advocate
- Housing Referral Office
- Inspector General
- EO Hotline

Right to Appeal

If a complainant perceives an investigation failed to reveal all relevant facts, or if actions taken on their behalf are perceived as insufficient, he or she has the right to appeal to the next higher commander.

The complainant may not appeal the action taken against the perpetrator, if any is taken.

9-3. Policy on Relationships between Soldiers

The Army has historically relied upon customs and traditions to define the bounds of acceptable personal relationships among its members. Soldier relationships have always been judged with reference to customs and traditions of the service.

It is difficult to predict which relationships (strong friendships, parent-child, sibling, career, and business) can create or appear to create an adverse impact on discipline, authority, morale or mission. Therefore, the Army prohibits all unprofessional relationships that compromise the chain of command, because partiality or unfairness, involve the improper use of grade for personal gain or are perceived to be exploitive or coercive in nature.

Relationships that may create or appear to create an adverse impact on discipline, authority, morale, or mission accomplishment are also prohibited.

Professional Relationships: Professional relationships are interactions consistent with the Army values.

Professional relationships are those that contribute to the effective operation of the Army.

Unprofessional Relationship: Unprofessional relationships occur when they detract from the authority of superiors or result in or create the appearance of: favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests.

Unprofessional relationships negatively affect our ability to carry out our mission. History shows unprofessional relationships erode morale, respect for authority, unit cohesion, and mission accomplishment.

Due to the damage to that might occur, maintaining an unprofessional relationship is specifically prohibited and could result in disciplinary action.

Fraternization

The Army's fraternization policy prohibits personal relationships between officer and enlisted personnel regardless of their service. This policy applies to different-gender relationships and same-gender relationships.

Violations of the fraternization and improper relationships policy may be punished under Article 92 and/or 134, UCMJ, as a violation of a lawful general regulation.

Categories of personal relationships may include:

- Dating.
- Shared living accommodations.
- Engaging in intimate or sexual relations.
- Business enterprises.
- Commercial solicitations.
- Gambling or borrowing.
- Writing personal letters
- Text messages
- Emails (Unrelated to the training mission)
- Personal telephone conversations (Unrelated to the training mission)
- Friending through Social media sites

Improper Relationships

There are two major categories of illegal associations: relationships between permanent party members and BCT/OSUT/AIT Soldiers (Cadre-Trainee) and relationships between BCT/OSUT/AIT Soldiers (Trainee-Trainee).

Any relationship between permanent party personnel and Trainee Soldiers not required by the training mission is prohibited.

There are no consensual relationships between Cadre-Trainee or between Trainee-Trainee during BCT/OSUT/AIT.

Trainers will sign a form with explicit and strict command guidance that acknowledges their understanding and responsibilities regarding the policies prohibiting inappropriate behaviors and relations outlined in DOD instructions.

This form will be retained in the trainer's record while they are assigned to the training duty and will be revalidated annually.

This includes, but is not limited to, the following:

- Drinking, dancing, or gambling.
- Writing and/or receiving personal letters or emails.
- Riding in permanent party privately owned vehicles.

- Having sexual conversations, contact (kissing, hugging, caressing, fondling, handholding, etc.), or intercourse.
- Sending and/or receiving text messages or phone calls.
- Personal telephone conversations (Unrelated to the training mission)
- Friending through Social media sites

IET Soldiers are prohibited from having any relationship with permanent party personnel without regard to the installation assignment of the permanent party member or the trainee.

For example, personnel assigned or attached to the U.S. Army Recruiting Command may not have any relationship with potential prospects, applicants, and members of the Delayed Entry Program or Delayed Training Program, not required by the recruiting mission.

After receiving the training on the policies stated in the DOD instructions all Soldiers will sign a form with explicit and strict command guidance acknowledging their understanding and responsibilities as outlined in the instructions.

This form will be retained in the Soldier's file until they detach from the training command or school to which they are assigned or attached.

Unlawful associations between Trainee Soldiers involve any actual or attempted consensual contact or socializing between or among Soldiers who are BCT/OSUT/AIT. Soldiers will therefore avoid the following associations and acts:

- Consensual contact or socializing (between or among Soldiers who are in BCT, OSUT or AIT) which involves handholding, embracing, caressing, kissing, touching, massaging or fondling of a sexual nature, engaging in sexual intercourse, or sodomy.
- Use of sexually explicit, suggestive, or obscene language or gestures directed towards, or with respect to another Soldier in BCT, OSUT or AIT.
- Gender-based or race-based harassment or disparaging language or actions (by a Soldier or a group of Soldiers in BCT, OSUT or AIT) directed towards another Soldier or group of Soldiers in BCT, OSUT or AIT.
- Entry into the living quarters, latrines, or other areas designated for the exclusive use of Soldiers of the opposite sex, unless required by training mission/ official duties or for health or safety emergencies.

However, language or socializing of a non-sexual, non-harassing nature between BCT, OSUT and AIT Soldiers is not illegal if the interaction is based on the esprit and enthusiasm generated by the basic training mission and the professional development associated with BCT, OSUT and AIT.

Finally, there is no prohibition against Trainee Soldiers of the same or opposite sex talking to one another or developing friendships.

9-4. SHARP

The Army's SHARP program exists so that the Army can prevent incidents of sexual harassment and sexual assault before they occur.

When sexual harassment or sexual assault occurs, it is not only a direct violation of our Army Core Values and Warrior Ethos, but also an assault on what it means to serve in the Profession of Arms and the Army way of life - a life in which it is our duty to protect and take care of each other no matter the time, place, or circumstance.

As a band of brothers and sisters, we have a personal and professional duty to intervene and prevent sexual harassment and sexual assault.

I.A.M. STRONG: Intervene, Act, and Motivate (I. A.M.) STRONG is the Army's campaign to combat sexual harassment and sexual assault by engaging all Soldiers

in preventing sexual harassment or assault before they occur.

As Soldiers and proud members of our team, we are duty bound to Intervene, Act, and Motivate others to stop sexual harassment and sexual assault and help foster an environment free of these behaviors.

Sexual Harassment: Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature. The following conditions are signs of sexual harassment.

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or
- Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Note: "Workplace" is an expansive term for Soldiers and may include conduct on or off duty, 24 hours a day, on or off post.

Examples of Sexual Harassment:

Verbal:

- Making sexual jokes, gestures, remarks, or innuendos.
- Making comments about an individual's appearance, body, clothing, or sexual behavior.
- Spreading sexual rumors about an individual.
- Persistent, unwanted requests for social (dates) or sexual activity.
- Participating in sexually charged conversations.
- Nonverbal:
- Making and/or posting inappropriate sexual remarks to, or photos of, an Individual via social media sites, text message, or email.
- Displaying pornographic material or sexual photos in the workplace.
- Making a sexually offensive expression.
- Conduct of a sexual nature intended to embarrass, intimidate, demean, or degrade.

Physical Contact:

- Unwanted touching.
- Intimidation (blocking or cornering someone in a sexual way).

The Right Response:

To determine if conduct falls under the category of sexual harassment, consider the following questions:

- Is the behavior sexual in nature?
- Is the behavior unwelcome?
- Does the behavior create a hostile or offensive work environment?
- Have sexual favors been demanded, requested, or suggested (especially as a condition of employment or career and job success)?

Your Options:

Suggested individual actions to deal with sexual harassment include:

Direct approach.

- Indirect approach.
- Third Party.
- Report harassment to the Chain of Command.
- File a formal Complaint.

If you are uncomfortable because of certain sexual remarks or behaviors, you should be assertive. In responding to behavior that is or may become sexual harassment, you should tell the person how you feel.

Describe what you do not like. Stay focused on the behavior and its impact. Clearly state what you want in the future. Tell any potential offender, “I do not want to hear that again” or, “Do not touch me again.”

If harassment continues after you have warned the harasser of their words and actions, go to your immediate superior unless that is the person doing the harassing.

In that case, go to his superior.

If appropriate action is not taken, you may want to go up the chain of command to an Equal Opportunity Advisor/Equal Opportunity Representative or SHARP representatives such as the SARC or Victim Advocate (VA).

You can always tell a chaplain and ask for help.

Sexual Assault is an act intended to abuse, humiliate, harass, or degrade any person or to arouse or gratify the sexual desire of any person characterized by the use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent.

The term includes a broad category of sexual offenses consisting of the following specific UCMJ offenses: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these offenses.

Sexual assault is a crime!

Examples of Sexual Assault may include:

- Rape and nonconsensual sodomy.
- Performing sexual acts or sexual contact with an individual who cannot give consent because he or she is sleeping/passed out or too impaired to consent due to alcohol or drugs and the condition is known or reasonably should have been known by the alleged offender.
- Using physical threats or force in order to engage in sexual contact with an individual.
- Performing sexual acts or sexual contact with an individual who has expressed lack of consent through words (e.g. said “no” or “stop”) or through conduct.
- Sexual contact without permission, which can include fondling and hazing incidents.

Zero Tolerance Policy

The Army's policy states that sexual assault is a criminal offense incompatible with the Army's high standards of professionalism, discipline, and Army Values. Commanders and supervisors of perpetrators will take appropriate disciplinary action and/or administrative action.

Male and female Soldiers can commit rape.

The types of rape include physical and indirect force, date/acquaintance rape, and marital rape.

Your responsibility as a Soldier is to treat your fellow Soldiers the same as you would treat your buddy, or how you would prefer to be treated. This means if you see a Soldier in danger or trouble, you must take action.

What to do if you have been sexually assaulted

If you have been sexually assaulted or think you have been, go to a safe location away from the perpetrator.

If you want to talk with someone or want assistance, you have individuals who are ready to help. Make sure you understand the difference between a restricted and unrestricted report so that those you reach out to will understand your needs and can best assist you.

Restricted Report: Sexual assault victims who want to confidentially disclose a sexual assault without triggering an official investigation can contact a **SARC/SHARP Specialist/VA, or a healthcare provider**.

By filing a restricted report with these personnel, a victim can disclose the sexual assault without triggering an official investigation AND receive medical treatment, advocacy services, legal assistance, and counseling.

You can speak to a Chaplain and also maintain a restricted report. While a Chaplain cannot take a restricted report, Chaplains may not disclose privileged communication revealed in the practice of their ministry without the individual's informed consent. The Chaplain will report incidents of sexual assault to the SARC only with the victim's consent.

Unrestricted Report: This option is for victims of sexual assault who desire medical treatment, counseling, legal assistance, SARC/SHARP Specialist and VA assistance, **and an official investigation of the crime.**

When selecting unrestricted reporting, you may report the incident to the SARC/SHARP Specialist or VA, request healthcare providers to notify law enforcement, contact law enforcement yourself, or use current reporting channels, e.g., chain of command.

You can also call the DoD SAFE helpline at 877-995-5247 or your local installation helpline for further assistance.

Sex Rules

The Army has the following rules as both an awareness and reminder tool to keep you and your fellow Soldiers out of harm's way.

Rule No. 1: **Sexual assault is a crime**. Those in the Army found guilty of sexual assault could face a dishonorable discharge and up to 30 years in prison. *Integrity*. Do what's right, legally and morally.

Rule No. 2: **No always means no**. Unless the individual says yes, the answer is always no. *Loyalty.* Remain true to your fellow Soldiers.

Rule No. 3: **Without consent, it's sexual assault**. Never assume you have consent. Ask. H*onor.* Live up to the Army values with every choice you make.

Rule No. 4: **Unwanted physical contact is wrong**. Unwanted or inappropriate touching, patting, tickling, pinching, bumping, hugging, grabbing, rubbing, etc can be considered sexual assault. It's simple really. Keep your hands off! *Respect.* Treat others with dignity and respect.

Rule No. 5: **Sexually offensive remarks are sexual harassment.** Verbal sexual harassment includes telling sexual jokes; whistling in a sexually suggestive manner; and describing certain attributes of one's physical appearance in a sexual manner. *Duty.* Act in the best interest of your unit.

Rule No. 6: **Silence doesn't mean consent**. *Respect.* Clarify; ask before acting.

Rule No. 7: **Assess, discern and mitigate risk**. Recognizing the warning signs of a potential sexual assault can help assure that it never happens. *Selfless Service.* Ensure your Battle Buddy's safety.

Rule No. 8: **Set the Standard of Conduct**. Now that you're a Soldier, you are held to a higher standard of conduct. *Duty.* Be and hold others accountable.

Rule No. 9: **Stop sexual hazing, bullying and assault**. All acts of sexual harassment or assault break the bond of trust between battle buddies and weakens the unit. *Integrity.* You are a Soldier, lead by example and stand up for what is right.

Rule No. 10: **Be a leader; not a passive bystander**. If you're ever in a situation where you witness someone sexually harassed or assaulted, it is your obligation to have the Personal Courage to intervene. *Personal Courage.* Intervene, Act and Motivate.

Chapter 10 – Reference Material

10-1. The National Anthem

Written by Francis Scott Key in 1814, the Star Spangled Banner was played at military occasions ordered by President Woodrow Wilson in 1916, and in 1931 was designated as our national anthem by an Act of Congress.

The Star Spangled Banner is the timeless rendition of our sacred American Flag and country's patriotic spirit.

The Star Spangled Banner

Oh, say, can you see, by the dawn's early light,

What so proudly we hailed at the twilight's last gleaming?

Whose broad stripes and bright stars, thro' the perilous fight'

O'er the ramparts we watched were so gallantly streaming.

And the rockets' red glare, the bombs bursting in air,

Gave proof through the night that our flag was still there.

Oh, say, does that Star-Spangled Banner yet wave

O'er the land of the free and the home of the brave?

10-2. The Army Song

The Army Song tells the heroic story of our past, present, and future. It was originally written by First Lieutenant Edmund L. Gruber, a Field Artillery officer, in 1908 and it was adopted in 1952 as the official song of our Army. As a time-honored tradition, the song is played at the conclusion of every U.S. Army ceremony in which all Soldiers are expected to stand and proudly sing the lyrics.

Army Song ★

March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim.

First to fight for the right, And to build the Nation's might,
And The Army Goes Rolling Along.
Proud of all we have done, Fighting till the battle's won,
And the Army Goes Rolling Along.

Then it's Hi! Hi! Hey! The Army's on its way.
Count off the cadence loud and strong.
For where e'er we go, you will always know,
That The Army Goes Rolling Along.

10-3. The Code of Conduct

I. I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

II. I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

III. If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

IV. If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action, which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

V. When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

VI. I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

The Code of Conduct is our guide for how all Soldiers, Sailors, Airmen and Marines must conduct themselves if captured by the enemy. The Code of Conduct, in six brief Articles, addresses the intense situations and decisions that, to some degree, all military service members could encounter. It contains the critical information for U.S. prisoners of war to survive honorably while faithfully resisting the enemy's efforts of exploitation.

10-4. General Orders/Special Orders

General Orders: 

1. I will guard everything within the limits of my post and quit my post only when properly relieved.
2. I will obey my special orders and perform all my duties in a military manner.
3. I will report violations on my special orders, emergencies, and anything not covered in my instructions to the commander of relief.

BCT / OSUT / AIT Special Orders: Additional requirements or instructions imbedded within the general orders.

1. I will not do anything that would injure, degrade or harm my teammates…for I am an American Soldier sworn to defend the Values that we hold dear as a nation.
2. I will not go anywhere without my battle buddy, and will take action to protect him/her from harm, whether that harm is to them self or at the hands of others…for I am the first line of defense in the protection of my teammates.
3. I trust my fellow Soldiers with my life, but if I observe any threats against my battle buddy or my teammates, it is my personal responsibility to report that infraction to my leadership...for it is my duty as a Soldier to serve and protect others.

10-5. Guard Duty

One of the most important duties you will perform in the Army is guard duty. In a combat zone or unit area, cautious guards can mean the difference between life and death. However, guards are important everywhere due to the terrorist threats that can occur anywhere. Knowing your General Orders and Initial Military Training Special Orders, as mentioned earlier in this book, will have a major impact during Guard Duty.

Reacting to an Inspecting Officer

When you are on guard duty and approached by an inspecting officer, these steps are followed:

- Stop walking and assume the position of attention.
- When the inspecting officer approaches, render a proper hand salute.
- When the salute is returned, execute order arms.
- Remain at attention.
- The inspecting officer will command, “At ease.”
- The inspecting officer may ask questions pertaining to your general orders, special orders, and what has transpired at your post.
- When finished with the inspection, the inspecting officer will say, “Carry on.”
- Assume the position of attention and render a proper hand salute, holding it until it is returned.
- Resume walking your post.

Challenging Unknown Persons

The following steps are carried out when challenging unknown persons (night) and summoning the commander of the relief:

- Upon seeing or hearing an unknown person, come to port arms.

- Issue the command "Halt." (Person halts.)
- Call out “Who is/goes there?” Unknown person identifies him/herself.
- State “Advance to be recognized.”
- Command “Halt,” when the person can be seen but not closer than 2 to 3 meters away.
- Say “State your business.” Unknown person states reason for presence in guarded area.
- Require the unknown person to place their identification on the ground and move back six steps.
- Check the identification while keeping the person under observation.
- If the identification (ID) and authorization do not match, move to the phone and call the commander of the relief while keeping the person under observation.
- Release the person to the commander of the relief and explain that their identification and authorization do not match.

10-6. Army Organizations

Active Army and Reserve Component

The U.S. Army consists of the Active Army, the ARNG and the USAR.

Army Unit Organizations

The squad/section is the smallest unit, consisting of eight to ten Soldiers. You will be assigned to a squad or a section when you report to your first unit.

The platoon includes the platoon leader, platoon sergeant, and two or more squads. (Normally 4 squads)

The company includes the company commander, first sergeant, and two or more platoons. (Normally 3 to 4 squads)

The battalion includes the battalion commander, his or her staff and headquarters, the command sergeant major, and approximately 3-5 companies.

The brigade consists of two to five battalions. It includes the brigade commander, command sergeant major, and a headquarters.

Chapter 11 – First Duty Station

11-1. Where Will I Serve?

Our Army has Soldiers and units in every State, Commonwealth and Possession across the United States. If you are in the active component, you may find yourself stationed in Alaska, Hawaii, Japan, Germany, Korea, Italy, and Turkey. Our presence is needed around the world to defend citizens, preserve liberties, and fight for freedom.

If your unit has been designated to deploy to Afghanistan, the Middle East, Asia, Africa or South America to perform regional missions, the unit will prepare you for that deployment.

11-2. How Can I Prepare?

The training you are receiving now is preparing you for the challenges you will meet in your first unit, as you join a new team and establish a new group of "battle buddies."

Your first assignment will be even more challenging and even more rewarding as your BCT / OSUT / AIT experience, but only if you prepare yourself mentally for the journey. Have faith and trust in your unit leaders that they will provide you with the knowledge, training, and physical preparation for that next gate in your professional development.

11-3. Promotions

Progressing through the enlisted Army ranks is a major accomplishment. In the performance of your military duties, opportunities for education and self-development are available. This provides you with enhanced skills and allows your leaders to assess your leadership potential. Opportunities for advancement are available for you if you are committed to pursuing these opportunities.

There are two ways to get promoted to Specialist:

One is automatic as long as you have no punitive actions with the following time in grade (TIG) [the amount of time you have served continuously on the rank/grade] and service (TIS) [the amount of time you have served in the Army]:

Promotion	Time in Service (TIS)	Time in Grade (TIG)
PVT - PV2	6 months	N/A
PV2 - PFC	12 months	4 months
PFC - SPC	24 months	6 months

The other is to receive a waiver from the Commander. The numbers available are few and depend on the Army's need for that specific rank. A waiver can be used to wave either TIS or TIG, but not both. The Commander will pick the best Soldiers per rank to receive the waivers allocated each month. With a waiver, minimum promotion requirements are:

Promotion	Time in Service (TIS)	Time in Grade (TIG)
PVT - PV2	4 months	N/A
PV2 - PFC	6 months	2 months
PFC - SPC	18 months	3 months

To get promoted to Sergeant, Specialists must meet the minimum TIS and TIG to be eligible and then must appear before a unit promotion board (battalion or higher) and be selected for promotion.

Once the board selects you for promotion, then your promotion points are calculated. The Army assesses every month how many Sergeants they need in your MOS. If the points drop below your number, you will be selected for promotion. The number varies from month to month.

Promotions points are earned through merits (awards and certificates), schooling (both Military and civilian

education), and Soldier proficiency scores (APFT and Weapons Qualification). Minimum TIS and TIG requirements are:

Promotion SPC - SGT	Time in Service (TIS)	Time in Grade (TIG)
Primary Zone	35 months	7 months
Secondary Zone	17 months	5 months

To excel as an Army Professional, every Soldier should set goals. Determine what you want from this opportunity to serve and continue the journey that you have embarked.

Depending on the MOS and length of your contract, it is possible to make Specialist or Sergeant during your first enlistment. Whether you leave the Army at the conclusion of your enlistment or continue serving, your accomplishments will define who you are and inspire you to excel in and out of the military.

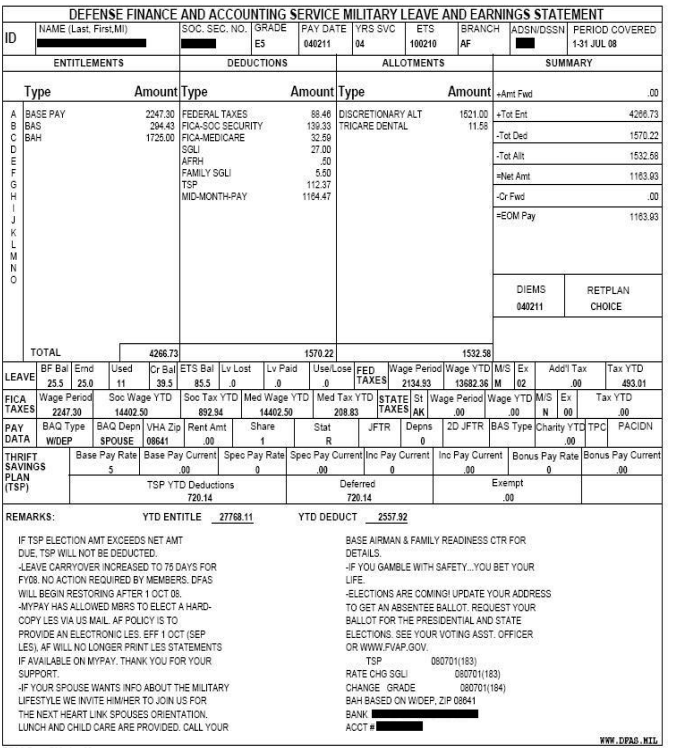
Examples of goal-setting during your first enlistment:

- Become proficient on every weapon system within your Platoon
- Become licensed to drive every vehicle within your company
- Strive to obtain high individual scores on weapons and physical training
- Volunteer to attend resident military schools and courses when they become available in your MOS
- Work on your civilian education with a goal to receive an Associate's or Bachelorette's Degree before the end of your enlistment
- Represent your unit and compete for Soldier of the Month selection

You can learn more about promotions through your NCO support channel. You can track your career path through the Army Career Tracker at: https://actnow.army.mil/

Appendix A – Army Resources

A-1. Leave and Earnings Statement



DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT

ID	NAME (Last, First, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	[redacted]	[redacted]	E5	040211	04	100210	AF	[redacted]	1-31 JUL 08

ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY	
Type	Amount	Type	Amount	Type	Amount	+Amt Fwd	.00
A BASE PAY	2247.30	FEDERAL TAXES	88.46	DISCRETIONARY ALT	1621.00	+Tot Ent	4266.73
B BAS	294.43	FICA-SOC SECURITY	139.33	TRICARE DENTAL	11.58	-Tot Ded	1570.22
C BAH	1725.00	FICA-MEDICARE	32.59			-Tot Allt	1532.58
D		SGLI	27.00			=Net Amt	1163.93
E		AFRH	.50			-Cr Fwd	.00
F		FAMILY SGLI	5.50			=EOM Pay	1163.93
G		TSP	112.37				
H		MID-MONTH-PAY	1164.47				
I							
J							
K							
L							
M							
N							
O							
						DIEMS 040211	RETPLAN CHOICE
TOTAL		4266.73	1570.22		1532.58		

LEAVE	BF Bal	Ernd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD
	25.5	25.0	11	39.5	85.5	.0	.0	.0		2134.93	13682.36	M	02	.00	493.01

FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD
	2247.30	14402.50	892.94	14402.50	208.83		AK	.00	.00	N	00	.00

PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN
	W/DEP	$POUSE	08641	.00	1	R		0			.00		

THRIFT SAVINGS PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Current	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current
	.5	.00	0	.00	0	.00	0	.00

TSP YTD Deductions	Deferred	Exempt
720.14	720.14	.00

REMARKS:

YTD ENTITLE 27768.11 YTD DEDUCT 2557.92

IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.
-LEAVE CARRYOVER INCREASED TO 75 DAYS FOR FY08. NO ACTION REQUIRED BY MEMBERS. DFAS WILL BEGIN RESTORING AFTER 1 OCT 08.
-MYPAY HAS ALLOWED MBRS TO ELECT A HARD-COPY LES VIA US MAIL. AF POLICY IS TO PROVIDE AN ELECTRONIC LES. EFF 1 OCT (SEP LES), AF WILL NO LONGER PRINT LES STATEMENTS IF AVAILABLE ON MYPAY. THANK YOU FOR YOUR SUPPORT.
-IF YOUR SPOUSE WANTS INFO ABOUT THE MILITARY LIFESTYLE WE INVITE HIM/HER TO JOIN US FOR THE NEXT HEART LINK SPOUSES ORIENTATION. LUNCH AND CHILD CARE ARE PROVIDED. CALL YOUR BASE AIRMAN & FAMILY READINESS CTR FOR DETAILS.
-IF YOU GAMBLE WITH SAFETY...YOU BET YOUR LIFE.
-ELECTIONS ARE COMING! UPDATE YOUR ADDRESS TO GET AN ABSENTEE BALLOT. REQUEST YOUR BALLOT FOR THE PRESIDENTIAL AND STATE ELECTIONS. SEE YOUR VOTING ASST. OFFICER OR WWW.FVAP.GOV.

TSP 080701(183)
RATE CHG SGLI 080701(183)
CHANGE GRADE 080701(184)
BAH BASED ON W/DEP, ZIP 08641
BANK [redacted]
ACCT # [redacted]

WWW.DFAS.MIL

DFAS Form 702, Jan 02

The leave and earning statement (LES) is your detailed pay statement, which is issued at the end of each month. It shows your entitlements, deductions, and allotments, and it provides a summary of all pay transactions. It also shows your end-of-month pay and where your pay is being deposited. It is your duty to review the LES and ensure the information is correct. If you find an error, report it to your chain of command immediately.

1. ID/Administration. The first section is the ID/Administration section. It shows your name, social security number (SSN), pay grade, pay date, years of service, ETS date, your branch of service, the code number of your servicing finance office, and the period covered by the LES.

2. Entitlements. The second section is the entitlements section and lists all of your pay and allowances. Some common entries in this section include:

- Base Pay: Soldiers base pay is taxable and is calculated according to pay grade and years of service.
- Allowances: Soldiers are entitled to non-taxable allowances in addition to monthly base pay.
- Basic Allowance for Subsistence (BAS). BAS is tax-free money the Army pays Soldiers who are not relying on Dining Facilities (DFACs) for all their meals (i.e., married Soldiers).

- Basic Allowance for Housing (BAH) is tax-free money the Army pays Soldiers for housing.
- Clothing Allowance (CA). Active duty enlisted Soldiers are paid a tax free Clothing Allowance to defray the cost of maintaining uniforms and replacing worn-out uniforms.

3. Deductions. There may be several deductions taken out of Soldier's pay, such as taxes and fines.

4. Allotments. There are various types of allotments and limits as to the number of allotments Soldiers may have at one time.

5. Summary. Provides the dollar totals of various sections and of your LES.

6. Leave. Shows a running balance and a history of your leave account.

7. Federal Tax Section. Federal taxes are figured on your pay.

8. FICA Section. Federal Insurance Contributions Act (FICA) taxes are figured on your taxable pay. FICA data is shown in the first five blocks.

9. State Tax. (Similar to Federal tax block)

10. Pay Data. DFAS uses the "PAY DATA" section for information about entitlements that relate to your pay account.

11. Thrift Savings Plan (TSP). This section shows information pertaining to your Thrift Savings Plan. The TSP is a program available to you, which invests a portion of your pay into a variety of available funds

12. Remarks. This section shows your entitlements and deductions so far this calendar year. Other than that, the "REMARKS" section explains entries in the other sections, as well as other useful information.

A-2. Managing Personal Finances

It is your duty as a Soldier to fulfill all of your financial obligations and provide for your family members. There are several key components to achieving this task. Take action to ensure you are receiving your paycheck and have financial systems in place to meet your needs. Inquire with other individuals about the services they receive and make educated financial decisions.

MyPay: Soldiers can review and print their leave and earnings statement, thrift savings plan investments, savings deposit program Statement, allotments, savings bonds purchases, and direct deposit amounts at https://mypay.dfas.mil/mypay.aspx.Ensure you visit the official military web site only.

Sure-Pay Program: The Army requires all Soldiers to enroll in the sure-pay program. This means that you must have your paycheck deposited directly to a checking or savings account. If you close or change this

account, you must ensure that you go to your local PAC and fill out the proper forms to update your Sure-Pay data.

The Army will pay you once per month on the first of each month, or twice per month on the 1st and the 15th - your choice based on your budget requirements.

You must carefully review your monthly leave and earning statement to ensure that your pay is being deposited properly and you are receiving all of the benefits (Base Pay, BAH, etc.) that you are entitled.

Bank Deposit Account: There are some key items to consider when choosing the financial institution at which you will keep your direct deposit account.

First, inquire if there is a monthly service charge for maintaining a checking account. Numerous institutions offer free checking, as long as you have set up Sure-Pay.

Then, inquire if there a charge for using ATMs. Cash withdrawal charges can be expensive, and often banks do not charge ATM fees at local branches. Ask yourself, "Does the bank have branches available throughout the U.S.?"

Third, as the Army requires frequent moves, it is important to consider a bank that provides service at numerous military installations where you could be stationed.

Lastly, while a local bank may be your best option, you may have to change accounts when you make a permanent change of station move.

Check Writing: Managing your checkbook will be a critical factor in properly administering your personal finances. You must pay close attention to each transaction to ensure you always know your checking account balance; this ensures you have sufficient funds in the account and do not write a fraudulent check.

There are several consequences for writing a bad check. First of all, your bank and the institution to which the check was written may each assess a service charge often as much as $30 each or more if they use a percentage system based on the amount of your check.

In addition to service charges, your reputation and credit rating will be damaged, making it difficult (and more costly) to purchase a car, home, or other items requiring a loan.

Also, you could lose check-writing privileges on post, and if you bounce a check on post, your commander and 1SG will receive notification, and you may be reprimanded or punished.

A-3. Tri-service Medical Care (TRICARE)

The Army is dedicated to taking care of its most important assets—Soldiers and military Family members.

TRICARE is the Department of Defense's worldwide health care program available to eligible beneficiaries from the uniformed services.

TRICARE is free to Soldiers but may involve some out-of-pocket expenses for Family members. The cost varies depending on the Soldier's rank and the specific TRICARE program option in which the Family member is enrolled.

Through the TRICARE program, Family members can also go to civilian health care providers if they desire. But before going to a civilian practitioner, Family members should talk to the Beneficiary Counseling and Assistance Coordinator (BCAC) at the nearest military health care facility to see if there are any out-of-pocket expenses. The BCAC will confirm your registration in the Defense Enrollment Eligibility Reporting System (DEERS), and can provide a list of doctors in your local area who will accept "TRICARE patients.

When permissible, visit TRICARE online for more information on your military health benefits and regional health plans—*www.tricare.mil.*

A-4. Service members' Group Life Insurance (SGLI)

As a United States Soldier, you may encounter hostile situations while stationed abroad and in combat. The well-being of your Family is of the greatest concern to the Army.

One of the many benefits afforded Soldiers is the opportunity to purchase very low-cost life insurance. SGLI provides up to a maximum of $400,000. SGLI automatically covers you for this maximum amount unless you select in writing a lesser amount, in increments of $50,000. You may also decline SGLI altogether, but this decision is so important that you must also do that in writing. The payment is deducted automatically from your pay each month. Soldiers with Families almost always select coverage in the maximum amount.

Spouses and children are eligible for Family SGLI. Coverage for a spouse is automatically $100,000 unless a lesser amount, in steps of $10,000, is chosen. Each child is covered for $10,000 for free.

When permissible, visit the Service member's Life Insurance website maintained by the Department of Veterans Affairs for additional information and assistance with enrollment—
www.insurance.va.gov/sgliSite/default.htm.

A-5. Dental

The level of dental care will vary from post to post, but it is available for all Soldiers. However, Family member care is generally not available at military dental facilities.

Family members may get dental insurance through the TRICARE Dental Program. The TRICARE Dental Program (TDP) is dental insurance in which you pay a monthly fee in exchange for Family coverage. It is a voluntary, cost effective, comprehensive program offered worldwide by the Department of Defense to Family members of all active duty branches of the military, and to Selected Reserve and Individual Ready Reserve members and their Family members.

Just as is the case for TRICARE health care, Family members must be registered in DEERS to be eligible for the TRICARE Dental Program.

In order to participate, the Soldier must have 12 months left on his or her service commitment at the time of enrollment, and submit an enrollment form with the first month's premium or enroll online using a charge card. The monthly premiums will usually be deducted from the Soldier's pay, although there are other payment options.

Depending on the dental procedures performed, treatment may be completely covered by the insurance, or there may be co-payments required.

In addition, there is a maximum annual amount that TRICARE will pay for any one beneficiary. Once that yearly amount is reached for the individual, all costs above the maximum must be paid for by the Family.

When permissible, complete information and instructions on how to enroll and find a local dental provider are available on-line at: www.tricare.mil/Dental/TDP.aspx.

A-6. Army Emergency Relief

Army Emergency Relief (AER): Is a private nonprofit organization incorporated in 1942 by the Secretary of War and the Army Chief of Staff. AER's mission is to provide emergency financial assistance to Soldiers and their Families.

What Can AER Do?



Help with emergency financial needs for:

- Food, rent or utilities
- Emergency transportation and vehicle repair
- Funeral expenses
- Medical/dental expenses
- Provide college scholarships to children, spouses, and surviving spouses of Soldiers.
- Additional Benefits:

- Lifetime membership in the Army Air Force Mutual Aid Association for surviving Families of Soldiers who die on active duty.
- Grants for wounded Soldiers medically evacuated from a theater of combat
- Personal Financial Management Training for Soldiers in AIT

Who is Eligible?

- Active duty Soldiers, single or married, and their Family members.
- Army National Guard and Army Reserve Soldiers on continuous active duty for more than 30 days and their Family members (Title 10, USC).
- Soldiers retired from active duty for longevity or physical disability, and their Family members.
- Army National Guard and Army Reserve Soldiers who retired at age 60, and their Family members.
- Surviving spouses and orphans of Soldiers who died while on active duty or after they retired.

How Do I Get Assistance?

- Through your unit chain of command and the installation AER section.
- If there is no AER section near you, you can get assistance through:

- American Red Cross (local chapter, or 24 hour emergency services)
- Air Force Base (Air Force Aid Society)
- Navy/Marine Corps Base (Navy-Marine Corps Relief Society)
- Coast Guard Base (Coast Guard Mutual Assistance)

What Should I Bring With Me?

- Military ID Card
- Leave and Earnings Statement
- Leave/PCS Orders
- Substantiating documents such as car repair estimate, rental agreement, and utility bill.

Can My Spouse Get AER Help If I'm Away?

Yes. Your spouse should bring:

- Power of Attorney
- Military ID Card
- Substantiating documents

What Kind of Assistance Can I Expect?

- An interest free loan.
- A grant if repayment of loan will cause undue hardship.
- Part loan and part grant.

What is the Command Referral Program?

- Company Commander or First Sergeant can approve AER loans up to $1,000.
- Provides Company/Battery Chain of Command ability to assist Soldier with financial issues.

How Do I Apply for a Scholarship?

- MG James Ursano Scholarship Program and Stateside Spouse Education Assistance Program applications are available online 1 December and are due the following April.
- Overseas Spouse Education Assistance Program's academic year consists of 5 terms. Applications for the upcoming terms are available online.

Is There a Dollar Limit on AER Help?

No. AER will meet your emergency need.

Do I Have to Contribute to AER to Get Help?

No. If you are eligible for AER assistance and have a valid emergency need, AER will help.

Where Does AER Get Its Funds?

- Voluntary contributions from active and retired Soldiers and civilians.
- Repayment of AER interest-free loans.

- Investment income.
- Unsolicited contributions.

Why Does AER Have a Fundraising Campaign?

- Provide an opportunity for Soldiers to help their fellow Soldiers.
- Create greater awareness and understanding of AER programs and benefits.
- Retain tax exempt status by raising at least 1/3 of our funds through donations.

What Portion of My Contribution Helps Soldiers?

89 cents of every dollar you contribute goes to help Soldiers; AER administrative and fundraising expenses cost only 11 cents.

What is AER's Record of Assistance?

- Since it was established in 1942, AER has helped more than 3.2 million Soldiers and Family members with more than $1 billion.
- In 2009, AER assisted 71,000 Soldiers and their Families with more than $79 million.

How Can I Help AER?

- Remind fellow Soldiers about AER when they have financial emergencies.
- Support AER with a contribution and encourage others to contribute.

- The Army-wide annual AER fund campaign is conducted 1 March –15 May.
- You can contribute to your local AER fund campaign or send your contribution to AER National Headquarters.
- All contributions are tax deductible.
- Unsolicited donations are accepted any time by mail or on-line.

For more information contact your local AER officer or visit our website at www.aerhq.org.



A-7. Soldier For Life and Credentialing

If you serve faithfully and honorably, **you are a Soldier for Life**, whether you are in the active or reserve components, or serve for one enlistment or a long career.

Your Army wants to be a partner in your lifelong success. Everyone leaves active duty at some point, and most will need (or want) a civilian job. We want to help you have a successful transition to civilian life and civilian employment.

It's never too early to start thinking about your long-term goals and taking steps, even small ones, to achieve them.

While in the Army, you will learn valuable skills. Strive to be the best in your specialty. One of the reasons veterans sometimes have trouble finding jobs is that they have trouble explaining their military experience in terms that are meaningful to civilian employers.

One of the best ways to do that is by earning a ***credential***. A credential is government *license* (usually state governments) or a *certification* from a non-government credentialing agency.

Commercial truck driver's licenses and medical licenses are examples of government-issued credentials.

Non-government credentialing agencies that offer certifications include the National Institute for Automotive Service Excellence, the American Culinary Federation, and the American Welding Society.

You can learn more about credentials related to your MOS on the website “Army Credentialing Opportunities On-line at https://www.cool.army.mil/ (or do a search under “Army COOL”). You will learn more about credentialing in your military training and from the leaders in your unit of assignment.

Soldiers in some fields are *required* to earn credentials, such as an FAA license for Air Traffic Controllers, but for most Soldiers, credentialing programs are voluntary.

You may work on a credential on your own, or you might have the opportunity to participate in an Army sponsored credentialing program.

Most of these programs are offered to students in Army schools. When you go to an Army School, you might be asked if you want to volunteer to take a credentialing exam. The Army might give you study material, including web-based training. They might pay your fees and make arrangements for you to take the exam. We encourage you to take advantage of these programs, take them seriously, and study.

You might earn a valuable credential that will someday make your job application stand out.

The Army believes that studying for a credential in your field makes you a better-rounded Soldier, and it is one sign that you are a true professional in your military specialty.

It is difficult to provide general information about credentials, because there is so much variety among military specialties and among credentials and credentialing agencies.

Some military specialties (for example, Motor Transport Operators, Wheeled Vehicle Mechanics, Food Service Specialists, and many others) closely match civilian jobs. Other valuable military specialties, such as Infantrymen and Armor Crew Members, do not match civilian jobs.

If you are in a specialty that does not closely match a civilian job and does not have a lot of credentialing opportunities, there are several things you can do. Some of these are good ideas for all Soldiers:

- In the words of the Chief of Staff of the Army, the best credential is often a college degree. When you finish your Initial Military Training, talk the Career Counselor in your unit and to an Education Counselor, they can advise you about continuing your education.
- Remember that you are still learning life skills that will be valuable to an employer. Army Veterans tend to be reliable, hard-working, goal-oriented, "team players" and drug-free. As a future Non-

Commissioned Officer (sergeant), you will learn leadership, effective communication, how to train others, and how to supervise a job site.

- Even if your "main job" doesn't match a civilian job, take advantage of any opportunities that come your way to learn new skills, for example, computer skills and operating and maintaining different types of equipment.
- Keep checking! The Army is developing new credentialing opportunities.

Tips and Precautions: One of the reasons that some credentials are so valuable is that they are hard to get. If you sign up for a credentialing exam, study!

- If you did your best, don't be discouraged if you don't pass on the first try. Remember everything you learned by studying to take the exam, and consider trying again.
- If you choose a credential to work on, be sure that the credential is the right one for you. Before you spend your money or use up some of your military benefits, make sure that the credential is offered by a reputable agency and is known and valued by employers.
- Many credentials have re-certification requirements or continuing education requirements. Know what they are.

- Army COOL, Army Career Tracker, and credentialing agency websites contain a wealth of information. Talk to your instructors and leaders, your unit Career Counselor and education counselors. Ask questions!

A-8. Information Websites for Family Members

The Army recognizes the important role that spouses and Family members play in supporting Soldiers and in keeping our Army communities strong.

Each Army installation has its own website that is full of useful information for your Family and can be found by searching for the name of the installation on the internet.

Be sure to look for the official site indicated by the ending “army.mil” in the web address. We have provided you with a few useful websites to vital information sources throughout this Blue Book and additional sources are located below.

It is extremely important to you and the Army that we link your Family members with resources to help integrate them into the Army lifestyle.

Use these websites and the others embedded in this book as you progress through your career from BCT to your first unit of assignment.

They will provide a wide variety of information to your Family and help them progress with you throughout your Army career.

- Start here with the “Army Family and New Spouse Orientation” video.
  http://vimeo.com/9936630

- My Army One-Source answers hundreds of Family-related questions.
  http://www.myarmyonesource.com

- Army Knowledge On-Line (AKO) will allow you to sponsor your spouse with an AKO account similar to yours.
  https://www.us.army.mil

- Deputy Commanding General for Initial Military Training Knowledge Center requires an AKO account to log-in and provides information about your training and resources available to you and your Family.
  https://www.us.army.mil/suite/page/630102

- Civilian Personnel On-line is where your spouse can look for and apply for a job with the Army at any Army installation and the Army gives spouses an employment preference.
  https://www.usajobs.gov/

- Family members new to Army life can find answers to their questions regarding Army benefits. http://myarmybenefits.us.army.mil

- Contact the Red Cross to notify a Soldier of a Family emergency and/or search for your local Red Cross representative.**www.redcross.org**

- The official TRICARE web site is where you and your Family members can find information on military healthcare coverage.
  www.tricare.mil

- Visit the Dental Program online for local dentists in your area and information regarding dental care.
  www.tricare.mil/dental/TDP.aspx

- Your LES and other pay information can be obtained from the official MyPay Homepage. **https://mypay.dfas.mil/**

- Army COOL (Credentialing Opportunities On-Line). **https://www.cool.army.mil/**

- Army Career Tracker: **https://actnow.army.mil/**

Appendix B – Soldier's Notes

Glossary

ACE	Ask, Care, Escort
ACU	Army Combat Uniform
AER	Army Emergency Relief
AIT	advanced individual training
APFT	Army physical fitness test
AR	Army Regulation
ARNG	Army National Guard
ASU	Army Service Uniform
BCAC	Beneficiary Counseling and Assistance Coordinator
BCT	basic combat training
DEERS	Defense Enrollment Eligibility Reporting System
EO	Equal Opportunity
FM	Field Manual
FTX	Field Training Exercise
ID	identification
IET	Initial Entry Training
IPFU	Improved Physical Fitness Uniform
LDRSHIP	Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
LES	leave and earning statement
MOS	military occupational specialty
NCO	noncommissioned officer
OSUT	One Station Unit Training
SARC	Sexual Assault Response Coordinator
SGLI	Service member's Group Life Insurance
SHARP	Sexual Harassment/Assault Response and Prevention

STX	Situational Training Exercise
TRICARE	tri-service medical care
UCMJ	Uniform Code of Military Justice
USAR	United States Army Reserve
VA	victim advocate
WTBDs	Warrior Tasks and Battle Drills

Army Definitions

A

Advanced Individual Training - a training course where Soldiers learn skills in a specific military occupational specialty.

AIT platoon sergeant- a highly educated AIT Non-Commissioned Officer who supervises, manages Soldiers and trains skills in a specific military occupational specialty.

Army Values- values that characterize the Army's professionalism and culture, and describe the ethical standards expected of all Soldiers.

Army Emergency Relief- A private nonprofit organization incorporated in 1942 by the Secretary of War and the Army Chief of Staff.

B

Base- the element around which a movement is planned or regulated.

Basic Combat Training- a training course that transforms civilians into Soldiers.

Buddy Team- two Soldiers in the same unit who look after each other at all times.

Bugle Call- the musical signal that announces scheduled and certain non-scheduled events on an Army installation.

C

Cadence- a uniform rhythm or number of steps or counts per minute.

Chaplain- a spiritual support officer to every Soldier.

Code of Conduct- guidance on how a Soldier must conduct him or herself if captured by the enemy.

Commissioned Officer- an officer who is commissioned into the U.S. Army; leaders with the authority to command Soldiers.

Conditioning Drill- a strength and mobility activity that helps Soldiers improve their functional strength, postural alignment, and body mechanics as the exercises relate to the quality performance of Warrior Tasks and Battle Drills.

D

Distance- the space between elements that are one behind the other; the distance between individuals is an arm's length, plus 6 inches, or approximately 36 inches measured from the chest of one Soldier to the back of the Soldier immediately to his front.

Double Time- a cadence of 180 counts (steps per minute).

Drill Command- an oral order given by a commander or leader, usually in two parts; the preparatory command states the movement to be carried out and gets you ready to execute the order; the command of execution tells when the movement is to be carried out.

Drill Sergeant- a highly educated, qualified noncommissioned officer and the primary instructor in IET who transform civilians into Soldiers.

Duty- to fulfill your obligations.

E

Element- an individual, squad, section, platoon, company, or larger unit formed as part of the next higher unit.

Equal Opportunity- equal treatment for military personnel, and civilian employees without regard to race, color, religion, gender, or national origin.

F

File- a column that has a front of one element.

Formal Complaint- an EO complaint in which a Soldier, Family member, or DA civilian files in writing and swears to the accuracy of the information.

Formation- an arrangement of the unit's elements in a prescribed manner such as a line formation in which the elements are side-by-side, and column formation in which the elements are one behind the other.

Fraternization- personal relationships between officer and enlisted personnel regardless of their service; same-gender relationships; relationships between permanent party members and IET Soldiers; relationships between IET Soldiers; violations punishable under UCMJ.

Front- a space from one side to the other side of a formation, and includes the right and left elements.

G

General Courts-Martial- a courts-martial that consists of a military judge and not less than five panel members when required; held for serious offenses.

Guide- the person responsible for maintaining the prescribed direction and rate of march.

H

Head- a column's leading element.

Honor- to live up to the Army Values.

I

Informal Complaint- any EO complaint that a Soldier, Family member or DA civilian does not wish to file in writing.

Integrity- to do what is right, legally and morally.

Interval- the space between side-by-side elements.

L

Leave and Earnings Statement- a detailed pay statement issued at the end of each month to military service members, retirees, and DA civilians; statement contains nine sections related to military earnings and leave.

Loyalty- to bear true faith and allegiance to the U.S. Constitution, the Army, your unit, and other Soldiers.

M

Marksmanship Badge- a badge awarded to individuals who qualify, because they have demonstrated some special proficiency or skill; a badge worn to indicate the individual's prowess with specific weapons, pistols, and/or rifles and during specified competitions, matches, or practice exercises.

Medal- Commemorative, campaign, and service medals are issued to Soldiers who take part in particular campaigns or periods of service for which a medal is authorized.

Medal of Honor- the highest awarded decoration conferred by the military. The medal is awarded for conspicuous gallantry and intrepidity at the risk of his or her life above and beyond the call of duty while engaged in an action against an enemy of the U.S..

Military Time- a time table based on the 24-hour clock system.

N

Noncommissioned Officer (NCO) - a senior enlisted technical expert, combat leader, mentor, and primary advisor to the commander.

O

Oath of Enlistment- the oath Soldiers make to officially enlist into the U. S. Army; the oath to support and defend the United States of America and the U.S. Constitution.

One-Station-Unit-Training (OSUT) - basic combat training and advanced individual training combined into one course.

P

Personal Courage- to face and overcome fear, danger or adversity (physical or moral).

Post- the correct place for an officer or NCO to stand in a prescribed formation.

Punitive Separation- when a courts-martial may not adjudge an administrative separation from the service.

Purple Heart- a medal awarded to persons serving in any capacity as a member of the Armed Forces who are killed or wounded (requiring treatment by a medical officer) in any action against enemies of the U.S..

Q

Quick Time- a cadence of 120 counts (steps per minute).

R

Rank- a line that is only one element in depth.

Respect- to treat people as they should be treated.

Restricted Reporting- A reporting option that allows military sexual assault victims to confidentially disclose the assault to a SARC, VA, or Health Care Provider and receive medical treatment, including emergency care, counseling, and assignment of a SARC and VA, without triggering an official investigation. The victim's report provided to healthcare SARCs, or VAs will NOT be reported to law enforcement or to the command to initiate the official investigative process unless the victim consents. Only a SARC, SAPR VA, or healthcare personnel may receive a Restricted Report. A Victim can also speak to a Chaplain without triggering an official investigation however; Chaplains cannot initiate a restricted report.

Risk Management- a decision-making process used to identify and eliminate or reduce risks associated with *all* hazards that have the potential to injure or kill personnel, damage or destroy equipment, or otherwise impact mission effectiveness.

S

Sexual Assault Response Coordinator (SARC) - The SARC is the single point of contact within an organization or installation that oversees sexual assault awareness, prevention, and response training; coordinates medical treatment, including emergency care, for victims of sexual assault; and tracks the services provided to a victim of sexual assault from the initial report through final disposition and resolution. The SARC is responsible for ensuring that victims of sexual assault receive appropriate and responsive care. Upon notification of a sexual assault and after receiving consent from the victim, the SARC will assign a VA to assist the victim. SARCs supervise VAs, but are authorized to perform VA duties if required.

Selfless Service- to put the welfare of the Nation, the Army, and your subordinates before your own.

Service member's Group Life Insurance (SGLI) - military life insurance.

Sexual Assault- a crime defined as intentional sexual contact, characterized by use of force, physical threat, or abuse of authority or when victim does not or cannot consent. “Consent” will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force, or coercion or when the victim is asleep, incapacitated, or unconscious.

Sexual Contact- Touching or causing another person to touch, either directly or through clothing either genitalia, anus, groin, breast, inner thigh or buttocks with an intent to abuse, humiliate or degrade any person; or touching or causing another person to touch any body part of that person, either directly or through clothing if done with an intent to arouse/gratify sexual desire.

Sexual Harassment- a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature.

Soldier- a highly dedicated, uniformed member of the U.S. Army who stands ready to defend the United States from its enemies.

Soldierization- an extensive five-phase training program in Initial Entry Training.

Special Courts-Martial- a courts-martial that consists of a military judge and not less than three panel members when required. It is held for relatively serious offenses.

Summary Courts-Martial- a courts-martial composed of a commissioned officer on active duty with the grade of captain or above. The purpose of the summary courts-martial is to make thorough and impartial inquiries into minor offenses and to make sure that justice is done, with the interests of both the government and the accused being safeguarded.

T

Thrift Savings Plan- a Federal Government-sponsored retirement savings and investment plan.

TRICARE- the Department of Defense's worldwide health care program available to eligible beneficiates from the uniformed services.

U

Uniform Code of Military Justice (UCMJ) - the statute that prescribes criminal law for Soldiers.

Unrestricted Reporting- A process that an individual uses to disclose, without requesting confidentiality or Restricted Reporting, that he or she is the victim of a sexual assault. Under these circumstances, the victim's report provided to healthcare personnel, the SARC, a SAPR VA, command authorities, or other persons is reported to law enforcement and may be used to initiate the official investigative process.

V

Victim Advocate (VA) - Provides non-clinical crisis intervention, referral, and ongoing non-clinical support to victims. Support includes providing information on available options and resources to victims. The VA, on behalf of the sexual assault victim, provides liaison assistance with other organizations and agencies on victim care matters and reports directly to the SARC when performing victim advocacy duties. VA services are available 24 hours per day, 7 days per week.

W

Warrant Officer- a technical expert, combat leader, trainer, and advisor skilled in a specific technical specialty.

Warrior Tasks and Battle Drills (WTBDs) - the critical skills Soldiers are taught in Initial Entry Training; skills Soldiers train on and use throughout their Army career.



The United States of America exists because there is a United States Army, which is arguably the best land force the world has ever seen. The U.S. Army is an institution founded on values and a bedrock of trust between it and the American people it serves. The U.S. Army Soldier is professional, disciplined and reflects the best of our country.

The title of Soldier is never given, it is earned, and what is earned is yours forever. Like the men and women that came before you, from the earliest days of the Revolutionary War to the Mountains of Afghanistan and the deserts of Iraq, the responsibility of defending our nation will be yours. When you graduate Basic Training you will have earned the right to be called Soldier and your name will forever be associated with the greatest Army on Earth.

There are no ex-Soldiers, only Soldiers. Whether you decide to complete one enlistment or make the Army your career, upon completion of honorable service you will have earned the title of Veteran or Retired Soldier but will always be a Soldier for Life. U.S. Army Soldiers, Veterans and Retirees are the strength in our communities and the leaders of our country; you will be that leader.

Once a Soldier, Always a Soldier…a Soldier for Life!
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